

# OCCUPATIONAL OUTLOOK



San Benito County  
**2000**

# OCCUPATIONAL OUTLOOK

Includes southern sections of Santa Clara County (Zip codes 95037, 95046, 95020, 95021, 95038)

## **A Product of:**

The California Cooperative  
Occupational  
Information System

## **Developed for:**

The San Benito County  
Department of Community Services &  
Workforce Development

## **By:**

NOVA

## **and:**

The California Employment Development  
Department (EDD)  
([www.edd.ca.gov](http://www.edd.ca.gov))

EDD Labor Market Information Division  
([www.calmis.ca.gov](http://www.calmis.ca.gov))

The California Occupational Information  
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**San Benito County**  
**2000**



# Acknowledgements

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[www.calmis.ca.gov](http://www.calmis.ca.gov)

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# Introduction

## Overview

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The San Benito County Workforce Investment Board (WIB) Labor Market Information Study is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between NOVA, San Benito County WIB and the State of California Employment Development Department's (EDD) Labor Market Information Division (LMID). It is an annual study conducted to improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. Funding for this study is provided by EDD and NOVA.

## San Benito County Workforce Investment Board

Under the direction of the Board of Supervisors, with concurrence from the WIB, the agency provides a wide variety of programs to improve the quality of life for low-income and unemployed persons. The Community Services and WIB administers the Workforce Investment Act (WIA) Program. The agency provides job skills training and placement for persons who are experiencing barriers in finding employment. Assessment testing, child care, transportation, and counseling services assist in appropriate training and placement of clients. The agency, in partnership with other local organizations, opened its One-Stop Career Center in 1997, with the goal of providing comprehensive employment services for its job seekers and employer customers. The information provided in the CCOIS survey will serve as a valuable tool to the customers needing local and up-to-date labor market information.

## A Partnership

This report was developed through a partnership between the San Benito County WIB and NOVA, in order to provide locally developed regionally specific information. San Benito County and Southern Santa Clara County ( ZIP codes: 95021, 95037, 95038, 95046, 95020 ) share the same workforce needs and utilize the same labor pool. By combining the two areas we have been able to provide a more complete picture of our regional workforce.

## NOVA

For 17 years, NOVA has built opportunities for workforce development in Silicon Valley. The Federal Job Training Partnership Act, which originally legislated the Private Industry Council, was replaced in 1998 by the Workforce Investment Act. Newly renamed the NOVA Workforce Board, this council directs NOVA, offering a wide range of counseling and training services to job seekers throughout the Valley. The Board represents a wide range of businesses and communities residing in Silicon Valley.

The services provided by NOVA benefit both employers and job seekers. Employers can receive assistance with their hiring, retraining or out-placement needs. Job seekers may receive vocational testing and counseling as well as assistance in obtaining the competitive skills necessary to enter the workforce. NOVA also offers services funded outside of WIA such as this labor market information study and other special projects for employee retraining, veterans, youth, the homeless, and individuals with disabilities.

As a primary administrator of local employment and training funds, and an organization established to coordinate private and public efforts in that area, NOVA is in an ideal position to act as the coordinator of the local portion of the California Cooperative Occupational Information System. NOVA therefore sought and obtained funding to be one of the first pilot sites in the state for this project. 2000 marks the twelfth year of NOVA's participation in the project.

## Labor Market Information Division (LMID)

This project is administered by LMID to encourage state/local cooperation in gathering, analyzing and distributing occupational information. LMID has access to an extensive state database from which to provide information and projections concerning local labor market conditions. LMID's expertise, technical assistance and database have all been made available to NOVA, and, through this publication, are now being made available to you.

**Note:** *The various tasks of each organization in the survey process are described in Project Methodology.*

# Introduction

## Uses of the Data

The data in this publication has been gathered, analyzed, and is distributed with the intention of being used by a variety of organizations and individuals for many different purposes. Some of the most important uses are listed below.

**Career Decisions:** The Occupational Tables have been specifically designed for use by career counselors and job seekers to provide easy to read local information on twenty occupations. The localized information includes employer requirements and preferences, wages, and labor supply and demand. It may help career counselors and job seekers make informed occupational choices based on skills, abilities, interests, education, and personal needs.

Note: In the "Description of Occupational Outlook Tables," each section of the table is defined. Suggestions for interpreting the data have been made in italics. It is hoped that this format will make it easier for career counselors to use this data effectively when working with clients.

## Placement and Job Development:

When job counselors and job developers are looking for appropriate placements for clients, the Occupational Outlook Tables can also be of help.

Note: Supply & Demand information is provided to assist job seekers in making a decision as to whether a particular occupation is appropriate for their skills, abilities, education and needs. The information may help the counselor and job seeker to assess the job market and to become more aware of the job skills which San Benito County and South Santa Clara County employers rate as important for entry into the occupation. The information provided under the title "Where the Jobs Are" can guide the job seeker toward industries which are the largest sources of employment for that occupation.

**Vocational Program Planning:** The report provides local planners and administrators with employment data including occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Note: The Occupational Tables provide local planners with the Supply & Demand, Occupational Size and Expected Growth Rate information.

*This section summarizes data collected from state tax records as well as a federal occupational survey and information collected directly from local employers. This multi-source information will make it possible to make more confident judgments concerning the suitability of occupations for training.*

**Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends as indicated in this report.

Note: The "Skills and Other Requirements" section of the Occupational Tables, which provides information on employer skill preferences, will be of particular value to curriculum planners because it rates skills according to employers' evaluation as either very important or not important.

**Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, which is useful in determining the potential for business growth and development in the San Benito County labor market area.

Note: Information on Supply & Demand, Occupational Size and Growth Rates, and Wages & Benefits can be used in establishing the suitability of San Benito County and South Santa Clara County for specific types of business growth and development.

**Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their programs are developed using reliable local information.

**Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

**It is hoped that this publication will meet the needs of its users. If you have any suggestions for improvement, please contact NOVA's LMI Project Coordinator at**

# Project Methodology

LMID developed Occupational Forecast Tables specifically for San Benito County. These tables provide 1997 employment by occupation, projected over a seven year growth period. Separation figures and occupational distribution by industry is also provided.

These tables contain information on over 400 occupations. They are generated using state unemployment insurance records of San Benito County businesses as well as from the federally financed Occupational Employment Statistics (OES) survey of occupational distribution. Each occupation is identified according to Standard Industrial Classification (SIC) titles.

## Occupational Selection Criteria

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NOVA applied the following criteria to narrow the list of possible occupations to survey to twenty:

- The occupation must have a substantial employment base in the county;
- There must be a substantial number of projected job openings in the county;
- There appears to be present and future occupational growth;
- There appears to be a substantial potential for earning capacity;
- The training time required for the occupation must be two years or less, allowing for some exceptions based on the strength of the other criteria;
- The skills requirements are impacted by some fluctuation in the labor market or emerging technology.

## Survey Sample Selection

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A preliminary list of occupations was developed. This list was reviewed by representatives from community based vocational training programs, educational institutions, organized labor, economic development organizations, and the Workforce Board. From the input of these organizations, some occupations were eliminated and others added. A final occupations list was then selected. Each occupation was clearly defined and an appropriate OES/DOT title was assigned.

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed an employer sample for each occupation. When drawing up the employer sample, the pattern of distribution of industries was considered. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries —health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. If 20 percent of San Benito County workers in an occupation were found in a specific industry, then 20 percent of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included up to forty employers for each occupation.

# Project Methodology

## Questionnaire Development

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Separate questionnaires were developed for each of the 20 occupations. Since the standard questionnaire did not contain a skills question, NOVA, with the assistance of EDD, developed a third page to cover skills for each occupation.

## Data Collection

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After the mailing, all employers who did not return a completed questionnaire by the designated deadline, received a follow-up phone call. Data collection began July 2000 and was completed in November 2000. Employers were given the opportunity to respond to the questionnaire over the phone or return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the samples projected employment size.

All surveys were reviewed for accuracy of the data, and employers were recontacted if answers were missing, unclear or conflicted with other answers. In addition to contacting employers, the NOVA staff contacted labor unions, employment agencies, training providers, etc. to learn more about a specific occupation, as necessary.

**Tabulation:** The survey responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final occupational summary reports were prepared by NOVA staff. Each occupational statement provides information on training and hiring requirements, size of the occupation and expected growth rate, supply and demand assessment, major employment sources, and other information. Specific employer information is confidential and cannot be released.

## Disclaimers

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The wages included in this report are those paid by the employers participating in the study. The report does not include extreme wages.



# Description of Occupational Tables

## Overview

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The Occupational Tables (pages 1-41) present a summary of the project's findings by occupation. A separate table is presented for each of the twenty occupations for which a survey was completed. Major sections of each table include:

- Occupational Title and  
OES Code  
Occupational Definition
- Wages & Benefits
  - Wages
  - Benefits
  - Hours Worked
  - Shifts
- Employer Requirements
  - Education
  - Experience & Training
  - Skills, legally mandated requirements and other requirements
- Training Providers
- Employment Trends
  - Supply & Demand
    - Difficulty in Finding Applicants
    - Recruitment Methods
    - Turnover
  - Where the Jobs Are
  - Size of Occupation
    - Range
    - Gender
  - Projections
    - Forecast levels
    - Employment Levels
      - Past 12 months
      - Next 24 months

The following is a brief description of each section of the tables, definitions of terms relevant to

the specific sections, and suggestions concerning how the information can be used effectively.

## The Occupational Title, OES/DOT code(s), & Occupational Definition

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Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, October 1991.

## Wages & Benefits

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### Wages

Wage data serves as a guide for comparing salaries of one occupation to those of another. The information helps ascertain the exact calculated salary ranges and median wages for each occupation. Where applicable, this information is provided for both union and non-union employees. All wages reflect responses given by employers surveyed.

Please note that this data is not meant to represent official prevailing wages and should be used (if at all) with caution for wage and salary administration. Wages are reported for three occupational levels as follows:

- **New Hires:** wages generally paid to persons trained or qualified but with little or no paid experience in the occupation.
- **New Hires Who Are Experienced:** starting wage generally paid to journey-level or experienced persons who are just starting at the firm.
- **3+ Years Experienced Employees:** wages generally paid to individuals with three years or more experience at the firm in that occupation.

### Benefits

The benefits section identifies what percentage of the employers surveyed offer benefits to employ-

# Description of Occupational Tables

ees (both full-time and part-time where applicable) in the occupation. This section also indicates who pays for the benefits, e.g., employer pays all, employee pays all or both share the cost.

Note: Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Hours Worked

This section identifies typical working hours of employees in the occupation. More specifically, it shows how many hours per week they work on average,(if at all).

## Shifts Worked

This section identifies what shift the employees work in the occupation: Day, Swing or Graveyard.

## Employer Requirements

### Education

This section identifies the minimum level of formal education that firms require when hiring a candidate into the specific occupation.

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

### Experience & Training

**Experience:** This section identifies what percentage of employers surveyed required previous experience. The amount of experience required by employers is listed in average number of months. If training is an acceptable substitute for work experience, that is also noted.

This section provides a good indication of the degree of competition for jobs in the occupation. The more experience an employer requires, the stronger the competition and the harder it will be to enter the occupation with the proper qualifications but no experience.

**Training:** Generally refers to training as provided by Regional Occupational Programs, adult education, private vocational schools, state approved

apprenticeship programs and community college training programs. Some occupations have legal or voluntary licensing, registration, or certification requirements which stipulate training or proficiency tests. Details are provided where applicable.

Note: It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.

## Skills & Other Requirements

This section provides a summary of employer requirements and preferences in relation to the occupation. It is divided into six categories: Basic/Technical Skills, Communication Skills, Personal Skills, Physical Skills, Occupational Specific Skills and Computer Software Skills. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is "not important" to 3 meaning that the skill is "very important" for the job.

Note: With the passage of the Americans With Disabilities Act in 1990, employers must determine the "essential functions" of a position. The designation of a skill as "very important" or "important" is based upon employer preference. These terms are in no way meant to determine which skills are "essential functions" of the position. Employers will have to make that designation for each occupation at their firm.

It is also important to note that although employers report their preferences as to physical skills, the Act also states that "reasonable accommodation" must be made for applicants and employees who have a disability. For more information about the Americans With Disabilities Act, contact NOVA at (408) 730-7232.

## Training Providers

Appendix B lists the Training Providers in alphabetical order with detailed information on the

# Description of Occupational Tables

address and phone number.

**Note:** *It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining or not obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.*

## Employment Trends

### Supply & Demand Difficulty in Finding Applicants-

Information in this section reports the level of difficulty employers have finding both inexperienced as well as fully experienced and qualified applicants. Terms used to describe levels of difficulty employers have finding candidates are as follows:

**Not Difficult**-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

**Moderately Difficult**-Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants. Qualified applicants encounter little competition in their job search.

**Very Difficult**-Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

**Note:** *Overall, this section provides the best current indication on the degree of ease or difficulty for a job seeker to obtain employment in the occupation. The information is not absolute, and it can change over time, but it provides a good tool in selecting an occupation for employment in the immediate future. Other factors, such as size of the occupation, projected growth, and separations (discussed in employment trends), should also be taken into consideration when deciding on the suitability of an occupation. In most cases, the most desirable occupa-*

*tions requiring the least training will be difficult to enter. Occupations that are easy to enter may have elements that are not attractive to the job seeker. Sometimes starting in an occupation considered less desirable will provide the job seeker with the experience required to enter a more desirable occupation at a later time.*

### Recruitment Methods

This section lists the top recruiting methods the surveyed employers use when recruiting for the occupations.

### Turnover

A comparison of the total number of employees in the occupation to vacancies filled resulting from promotions and employees leaving the firm in the past 12 months. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training. The formula used to calculate annual turnover percentage is as follows:

### Where the Jobs Are

This section provides a list of types of industries that employ people in the occupation. The list is

# of promotions	+	# of employees leaving firm
<hr/>		
total # of employees in occupation	—	# of new positions

ranked, using projected employment from industries employing the largest number of people in the occupation in San Benito County. The titles are from the Standard Industrial Classification (SIC) system, as used in the 1997-2004 Occupational Forecast Tables.

This information is helpful to job seekers and job

# Description of Occupational Tables

developers by identifying industries most likely to provide employment in the occupation. This list is organized in descending order, the top most providing the most employment. It is often recommended that job seekers contact employers within major employing industries in order to get more specific information for career planning.

## Size of Occupation

**Range-**This is a relative term assigned to the number of people employed in the occupation as reported in the "1997 Annual Averages" from the Occupational Forecast tables. The designation is different for each county and is based on the size of the work force in the county. The number for San Benito County is converted to the relative term based on the following table:

- Small = 16 or less
- Medium = 17-34
- Large = 35-75
- Very Large = 76 or more

The size of the occupation is important because it influences the availability of jobs. For instance, an occupation that is growing very slowly but is also very large could still be a good source of employment. Conversely, an occupation that is growing rapidly but is small in size may not provide good job opportunities at this time for significant numbers of people.

**Gender-**This section gives a percent breakdown of gender distribution in the particular occupation. It is stated as a percentage of the employees represented.

## Projections Forecast Levels

This is a relative term relating to the rate of growth projected for the occupation from 1997-2004 in San Benito County. The Occupational Forecast Tables provided by EDD/LMID show a growth projection for each occupation. These projections are evaluated against data collected from employers, and from trade associations, schools and industry analysis to provide a reasonable estimate of growth potential. Projections are generally the numbers that are

most relied upon to provide an indication of whether an occupation is expected to have high demand for new employment. Although it is a good starting point, other factors, such as separations, should be considered in attempting to determine the availability of job opportunities in an occupation.

The average projected growth for San Benito County is 23.4% during the seven year period of 1997-2004. Ranges have been established around the 23.4% average as follows:

- Much Faster = 35.1% and above Than Average
- Faster than Average = 25.7%-35.0%
- Average = 21.1%-25.6%
- Slower than Average = 2.3%-21%
- Remains stable = no significant change
- Decline = negative percentage

Growth data can help determine if an occupation is likely to provide increasing or decreasing job opportunities in the future. Even in growing occupations however, the supply of qualified people could exceed the demand for a variety of reasons, including small occupational size, large numbers of people who already meet the occupational requirements, and/or large numbers of people being trained for that occupation.

## Employment Levels

### Past 12 Months Next 24 Months

This chart reports how employers responded when asked, if during the past 12 months, employment in an occupation declined, remained stable, or grew. Employers also responded to whether they expect employment in an occupation to decline, remain stable or grow over the next 24 months.

# Occupational Tables

# Carpenters

OES: 871020

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

## Wages & Benefits

**Wages:** non-union, and union undetermined

	Low	High	Median
New hires, no experience	\$6.50	\$8.00	\$7.50
New hires who are experienced	\$8.00	\$16.00	\$13.19
3 years with firm, experienced	\$13.00	\$25.00	\$19.59

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	57%	0%	0%	0%	0%	0%
Dental	36%	0%	0%	0%	0%	0%
Vision	21%	0%	0%	0%	0%	0%
Life	29%	0%	0%	0%	0%	0%
Sick	14%	0%	0%	0%	0%	0%
Vacation	21%	0%	0%	0%	0%	0%
Retirement	21%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	7%	0%	0%	0%	0%	0%

\*401 K, profit sharing

## Hours Worked per week

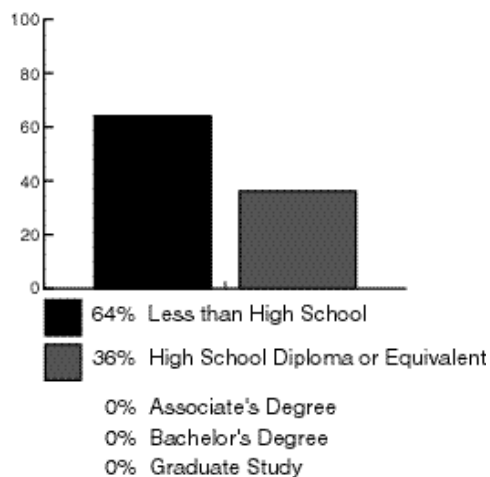
Full-time 40	On-call	0
Part-time 20	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	64%	29%	7%

Previous experience required: 23 mos. on average

Training as a substitute for experience	60%	40%	0%
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9 mos. of training on average can be substituted for experience.



# Carpenters

## **Skills & Other Requirements**

### **Technical Skills**

Ability to read blueprints  
 Ability to use drafting tools  
 Cost estimating skills  
 Drywall installation and repair skills  
 Finish carpentry skills  
 Rough carpentry skills  
 Shop math skills

### **Physical Skills**

Ability to climb to high places  
 Ability to lift at least 50 lbs. repeatedly  
 Ability to perform strenuous, physically demanding work  
 Possession of agility and coordination

### **Personal or Other Skills**

Ability to provide own hand tools  
 Ability to work independently  
 Possession of a good DMV driving record  
 Possession of a reliable vehicle  
 Willingness to work with close supervision

### **Basic Skills**

Ability to read and follow instructions  
 Ability to write legibly

### **Computer Skills**

None

## **Training Providers**

Mission Trails (ROP)  
 (Mill Cabinet/Construction Careers)  
 Hartnell College

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 44.7%

### **Recruitment Methods**

79% Employee referrals  
 50% Newspaper ads  
 43% Walk in applicants  
 7% Employment Development Dept.  
 79% Other = word of mouth, signs

### **Where the Jobs Are**

	SIC
Residential Building Construction	152
Carpentry and Floor Work	175

### **Size of Occupation**

Size as of 1997 = 140  
 Very Large

### **Gender**

Male 100%  
 Female 0%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Carpenters (OES 871020) = 78.6% (Much faster than average).  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	79%	21%
Projected over the next 24 months	0%	79%	21%

# Cashiers

OES: 490230

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

## Wages & Benefits

**Wages:** non-union, and union undetermined

	Low	High	Median
New hires, no experience	\$5.75	\$7.00	\$6.00
New hires who are experienced	\$5.75	\$9.00	\$7.00
3 years with firm, experienced	\$5.75	\$11.00	\$8.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	37%	5%	0%	0%	0%	0%
Dental	32%	5%	0%	0%	0%	0%
Vision	26%	5%	0%	0%	0%	0%
Life	32%	5%	0%	0%	0%	0%
Sick	32%	0%	0%	0%	0%	0%
Vacation	37%	5%	0%	0%	0%	0%
Retirement	32%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

## Hours Worked per week

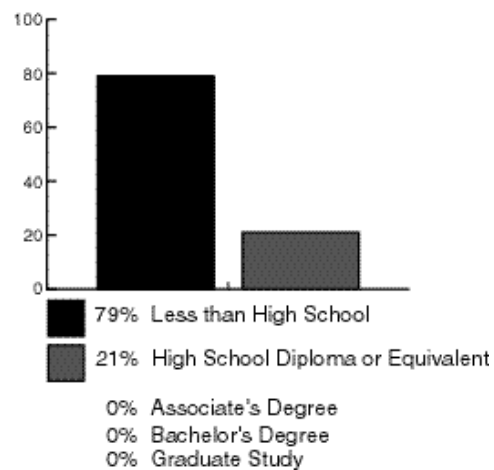
Full-time	39	On-call	0
Part-time	21	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing		Other*
		*nights, weekends

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	11%	89%	0%

Previous experience required: 13 mos. on average

Training as a substitute for experience

50%	50%	0%
-----	-----	----

3 mos. of training on average can be substituted for experience.

# Cashiers

## **Skills & Other Requirements**

### **Technical Skills**

Ability to follow check cashing procedures  
 Ability to operate a cash register  
 Bondable  
 Cash handling skills  
 Grocery checking skills  
 Record keeping skills

### **Physical Skills**

Ability to stand continuously for 2 or more hours

### **Personal or Other Skills**

Ability to work independently  
 Ability to work under pressure  
 Public contact skills  
 Willingness to work with close supervision

### **Basic Skills**

Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### **Computer Skills**

None

## **Training Providers**

Mission Trails (ROP)

## **Employment Trends**

### **Supply & Demand** (difficulty in finding applicants)

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified		X	
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 53.4%

### **Recruitment Methods**

5% In house promotion or transfer	42% Newspaper ads
32% Employee referrals	16% Colleges/Universities
68% Walk-in applicants	68% Other = signs, word of mouth
5% Private employment agencies	
5% Employment Development Dept.	
5% School, program referrals	

### **Where the Jobs Are**

	SIC
Department Stores	531
Grocery Stores	541
Gasoline Service Stations	554
Eating and Drinking Places	581
Drug Stores and Proprietary Stores	591

### **Size of Occupation**

Size as of 1997 = 430  
 Very Large

### **Gender**

Male 41%  
 Female 59%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Cashiers (OES 490230) = 25.6% (Faster than average).  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	26%	42%	32%
Projected over the next 24 months	16%	58%	26%

# Child Care Workers

OES: 680380

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

## Wages & Benefits

**Wages:** *non-union and union*

	Low	High	Median
New hires, no experience	\$6.00	\$8.00	\$6.50
New hires who are experienced	\$6.75	\$10.00	\$7.50
3 years with firm, experienced	\$8.00	\$14.00	\$10.00

*Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).*

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	64%	9%	0%	0%	0%	0%
Dental	55%	9%	0%	0%	0%	0%
Vision	36%	0%	0%	0%	0%	0%
Life	45%	9%	0%	0%	0%	0%
Sick	55%	9%	0%	0%	0%	0%
Vacation	64%	18%	0%	0%	0%	0%
Retirement	45%	18%	0%	0%	0%	0%
Child Care	27%	9%	0%	0%	0%	0%
Other*	9%	0%	0%	0%	0%	0%

\*Paid holidays

## Hours Worked *per week*

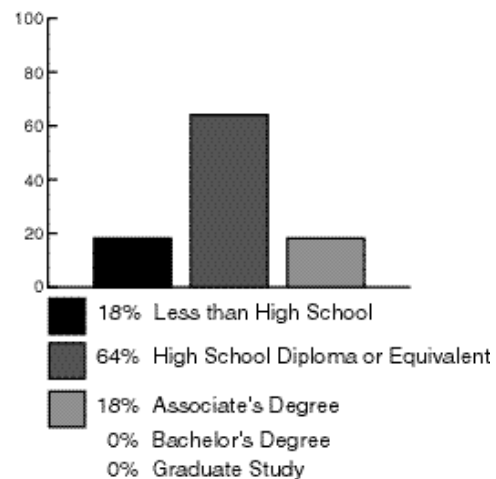
Full-time	40	On-call	0
Part-time	20	Seasonal	40

## Work Shifts

Day	X	Graveyard	X
Swing	X	Other*	X
		*evenings	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	55%	36%	9%

*Previous experience required: 11 mos. on average*

Training as a substitute for experience	29%	71%	0%
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*2 mos. of training on average can be substituted for experience.*

# Child Care Workers

## Skills & Other Requirements

### Technical Skills

Ability to administer emergency first aid  
 Ability to write effectively  
 Knowledge of early childhood development  
 Musical skills  
 Oral reading skills  
 Possession of an Early Childhood Development certificate

### Physical Skills

Ability to lift at least 40 lbs. repeatedly  
 Ability to stand continuously for 2 or more hours

### Personal or Other Skills

Ability to exercise patience  
 Ability to handle crisis situations  
 Ability to work independently  
 Ability to work under pressure  
 Possession of a clean police record  
 Understanding of a variety of cultures  
 Willingness to work with close supervision

### Basic Skills

Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

Word processing

## Training Providers

Cabrillo College  
 Gavilan College  
 Santa Clara County ROP (South)  
 Mission Trails (ROP)  
 Salinas Adult Education  
 Hartnell College

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 39.7%

### Recruitment Methods

18% In house promotions or transfer	9% Union hall referrals
27% Employee referrals	9% Walk-in applicants
55% Newspaper ads	18% Internet
9% Employment Development Dept.	45% Other = word of mouth, flyers
9% School, program referrals	
27% Colleges/Universities	

### Where the Jobs Are

	SIC
Miscellaneous Amusement and Recreation Services	799
Elementary and Secondary Schools	821
College, Universities, Professional Schools, and Junior Colleges	822
Child Day Care Services	835
Residential Care	836
Civic, Social, and Fraternal Associations	864

### Size of Occupation

Size as of 1997 = 40  
 Large

### Gender

Male 30%  
 Female 70%

### Projections *(San Benito County):*

The projected growth for the period of 1997-2004 for Child Care Workers (OES 680380) = 0.0%.  
 The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	64%	36%
Projected over the next 24 months	9%	55%	36%

# Cooks-Short Order

OES: 650350

Cooks, Short Order prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Please do not include cooks in fast foods establishments.

## Wages & Benefits

**Wages:** non-union, and union undetermined

	Low	High	Median
New hires, no experience	\$5.75	\$8.00	\$6.50
New hires who are experienced	\$5.75	\$10.00	\$8.00
3 years with firm, experienced	\$6.00	\$13.00	\$10.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	31%	13%	6%	0%	0%	0%
Dental	13%	0%	6%	0%	0%	0%
Vision	13%	0%	6%	0%	0%	0%
Life	13%	0%	6%	0%	0%	0%
Sick	13%	0%	6%	0%	0%	0%
Vacation	25%	0%	6%	0%	0%	0%
Retirement	13%	0%	6%	0%	0%	0%
Child Care	6%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

## Hours Worked *per week*

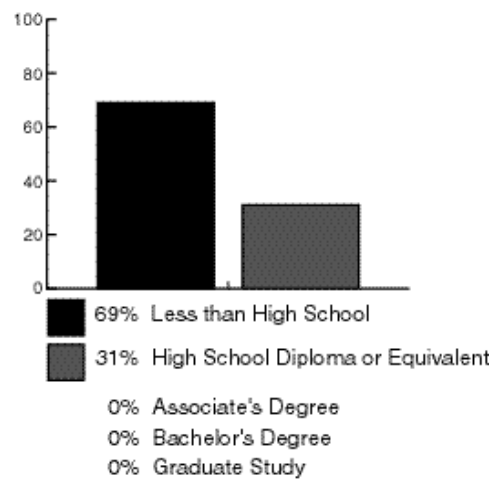
Full-time	39	On-call	0
Part-time	21	Seasonal	0

## Work Shifts

Day	X	Graveyard	
Swing	X	Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	38%	63%	0%

Previous experience required: 14 mos. on average

Training as a substitute for experience

0%	100%	0%
----	------	----

0 mos. of training on average can be substituted for experience.



# Cooks-Short Order

## **Skills & Other Requirements**

### **Technical Skills**

Ability to operate a cash register  
Food preparation skills  
Fry cooking skills

### **Physical Skills**

Ability to lift at least 30 lbs. repeatedly  
Ability to pass a pre-employment medical examination  
Ability to stand continuously for 2 or more hours

### **Personal or Other Skills**

Ability to work independently  
Ability to work under pressure  
Public contact skills  
Willingness to work with close supervision

### **Basic Skills**

Ability to follow oral instructions  
Ability to read and follow instructions  
Ability to write legibly  
Basic math skills  
Oral communication skills

### **Computer Skills**

None

## **Training Providers**

Cabrillo College  
Santa Clara County ROP (South)  
Mission Trails (ROP)

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 23.1%

### **Recruitment Methods**

38% Employee referrals  
81% Newspaper ads  
6% Employment Development Dept.

38% Walk in applicants  
88% Other = signs,  
word of mouth

### **Where the Jobs Are**

	SIC
Eating and Drinking Places	581
Liquor Stores	592

### **Size of Occupation**

Size as of 1997 = 40  
Large

### **Gender**

Male 60%  
Female 40%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for  
Cooks, Short Order (OES 650350) = 0.0%.  
The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	88%	13%
Projected over the next 24 months	0%	88%	13%

# Cost Estimators

OES: 219020

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$0	\$0	\$0
New hires who are experienced	\$7.19	\$25.00	\$15.00
3 years with firm, experienced	\$12.00	\$30.00	\$20.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	56%	0%	0%	0%	0%	0%
Dental	33%	0%	0%	0%	0%	0%
Vision	33%	0%	0%	0%	0%	0%
Life	22%	0%	0%	0%	0%	0%
Sick	22%	0%	0%	0%	0%	0%
Vacation	33%	0%	0%	0%	0%	0%
Retirement	33%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

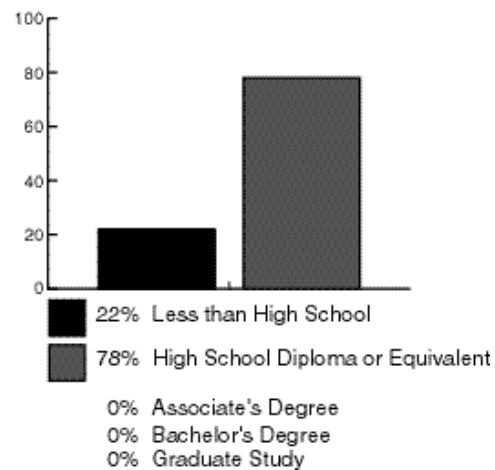
Full-time	40	On-call	0
Part-time	0	Seasonal	0

### Work Shifts

Day	X	Graveyard	
Swing		Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	100%	0%	0%
Previous experience required: 17 mos. on average			

Training as  
a substitute 22% 78% 0%  
for experience  
3 mos. of training on average can be substituted  
for experience.

# Cost Estimators

## **Skills & Other Requirements**

### **Technical Skills**

Ability to perform advanced mathematical computations  
 Ability to prepare flow charts  
 Ability to read blueprints  
 Ability to use spreadsheet software  
 Ability to write effectively  
 Accounting skills  
 Analytical skills  
 Basic construction skills  
 Cost estimating skills  
 Knowledge of manufacturing processes  
 Understanding of building codes

### **Personal or Other Skills**

Ability to pay attention to detail  
 Ability to work independently  
 Ability to work under pressure  
 Willingness to work with close supervision

### **Basic Skills**

Ability to read and follow instructions  
 Ability to write legibly  
 Oral communication skills

### **Computer Skills**

Word processing  
 Spreadsheet

## **Training Providers**

Training specific to this occupation is not available.

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced	*Don't hire without experience		

Turnover (Annual percentage rate of job turnover) = 5.9%

### **Recruitment Methods**

22% In house promotion or transfer	11% Walk in applicants
56% Employee referrals	89% Newspaper ads
11% School, program referrals	56% Other = word of mouth,

### **Where the Jobs Are**

	SIC
Oil and Gas Field Services	138
Residential Building Construction	152
Nonresidential Building Construction	153
General Building Contractors - Non Residential Building	154
Plumbing, Heating, Air-Conditioning	171
Painting and Paper Hanging	172
Carpentry and Floor Work	175
Miscellaneous Special Trade Contractors	179
Fabricated Structural Metal Products	344

### **Size of Occupation**

Size as of 1997 = 20  
 Medium

### **Gender**

Male	100%
Female	0%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Cost Estimators (OES 219020) = 100% (Much faster than average).  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	89%	11%
Projected over the next 24 months	0%	78%	22%

# Education Administrators

OES: 150050

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, or elementary schools. Please include administrators of separate training and instructional organizations (or programs) in private business or other agencies.

## Wages & Benefits

**Wages:** non-union, union, and union undetermined

	Low	High	Median
New hires, no experience	\$5.75	\$32.12	\$12.71
New hires who are experienced	\$8.00	\$39.31	\$19.18
3 years with firm, experienced	\$14.38	\$43.15	\$21.58

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	69%	0%	0%	0%	0%	0%
Dental	69%	0%	0%	0%	0%	0%
Vision	54%	0%	0%	0%	0%	0%
Life	46%	0%	0%	0%	0%	0%
Sick	69%	8%	0%	0%	0%	0%
Vacation	62%	8%	0%	0%	0%	0%
Retirement	62%	0%	0%	0%	0%	0%
Child Care	15%	0%	0%	0%	8%	0%
Other	0%	0%	0%	0%	0%	0%

## Hours Worked per week

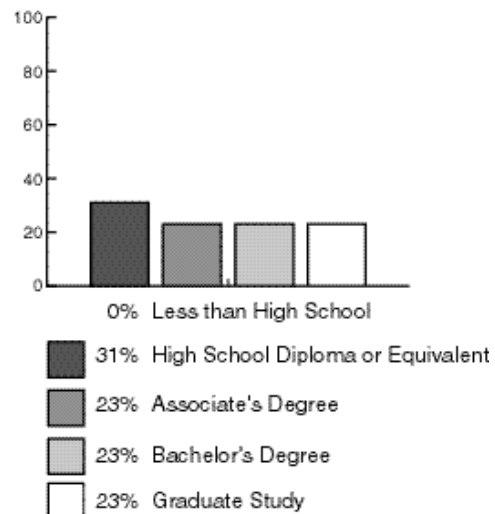
Full-time 40	On-call	0
Part-time 20	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing	X	Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	69%	23%	8%

Previous experience required: 21 mos. on average

Training as a substitute for experience	20%	80%	0%
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3 mos. of training on average can be substituted for experience.

# Education Administrators

## Skills & Other Requirements

### Technical Skills

Ability to plan and organize training programs  
 Ability to write effectively  
 Budget analysis skills  
 Counseling skills

### Personal or Other Skills

Ability to manage multiple priorities  
 Ability to work effectively with difficult individuals  
 Ability to work independently  
 Leadership skills  
 Willingness to travel  
 Willingness to work nights, weekends, and holidays  
 Willingness to work with close supervision

### Basic Skills

Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

Word processing  
 Spreadsheet

## Training Providers

Training specific to this occupation is not available.

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 13.1%

### Recruitment Methods

31% In house promotion or transfer  
 31% Employee referrals  
 92% Newspaper ads  
 15% School, program referrals

15% Internet  
 8% Colleges/Universities  
 62% Other = word of mouth

### Where the Jobs Are

	SIC
Elementary and Secondary Schools	821

### Size of Occupation

Size as of 1997 = 40  
 Large

### Gender

Male 45%  
 Female 55%

### Projections *(San Benito County):*

The projected growth for the period of 1997-2004 for Education Administrators (OES 150050) = 25.0% (Average).  
 The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	8%	77%	15%
Projected over the next 24 months	8%	54%	38%

# Electrical & Electronic Assemblers

OES: 939050

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$6.50	\$7.00	\$6.75
New hires who are experienced	\$7.00	\$17.00	\$8.00
3 years with firm, experienced	\$8.00	\$20.00	\$10.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	86%	0%	0%	0%	14%	0%
Dental	57%	0%	0%	0%	14%	0%
Vision	57%	0%	0%	0%	14%	0%
Life	43%	0%	0%	0%	0%	0%
Sick	86%	0%	0%	0%	0%	0%
Vacation	86%	0%	0%	0%	0%	0%
Retirement	43%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	14%	0%	0%	0%	0%	0%

\*401 K

### Hours Worked per week

Full-time	40	On-call	0
Part-time	0	Seasonal	0

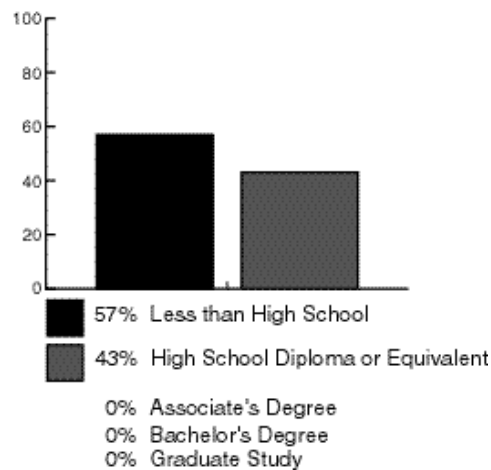
### Work Shifts

Day	X	Graveyard	X
Swing	X	Other*	X

\*nights

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	71%	29%	0%

Previous experience required: 7 mos. on average

Training as a substitute for experience	20%	80%	0%
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6 mos. of training on average can be substituted for experience.



# Electrical & Electronic Assemblers

## Skills & Other Requirements

### Technical Skills

Ability to read blueprints  
 Ability to read schematics  
 Ability to use hand tools  
 Electronic component and product assembly skills  
 Knowledge of electronic circuitry  
 Soldering skills  
 Understanding of electrical circuitry  
 Understanding of military specifications

### Physical Skills

Ability to sit continuously for 2 or more hours  
 Ability to stand continuously for 2 or more hours  
 Ability to work rapidly  
 Good eye-hand coordination  
 Good vision  
 Manual dexterity  
 Possession of good color perception

### Personal or Other Skills

Ability to perform routine, repetitive work  
 Ability to work independently  
 Willingness to work with close supervision

### Basic Skills

Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

Word processing  
 Spreadsheet  
 Database

## Training Providers

Santa Clara County ROP (South)  
 Hartnell College

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 17.4%

### Recruitment Methods

14% In house promotion or transfer	14% Internet
43% Employee referrals	43% Other = word of mouth, job fair, head hunter
100% Newspaper ads	
14% Private employment agencies	
14% Walk in applicants	

### Where the Jobs Are

	SIC
Electrical Industrial Apparatus	362
Electronic Components and Accessories	367
Search and Navigation Equipment	381
Miscellaneous Repair Shops & Related Services	769

### Size of Occupation

Size as of 1997 = 120  
 Very Large

### Gender

Male 59%  
 Female 41%

### Projections *(San Benito County):*

The projected growth for the period of 1997-2004 for Electrical and Electronic Assemblers (OES 939050) = 8.3%  
 (Slower than average).

The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	43%	57%
Projected over the next 24 months	0%	29%	71%

# Engineering, Mathematical, & Natural Sciences Managers

OES: 130170

Engineering, Math & Natural Sciences Managers plan, organize, direct or coordinate activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. These persons spend the greatest portion of their time in managerial work for which a background consistent with that described for engineers, mathematicians or natural scientists is required.

## Wages & Benefits

**Wages:** non-union, union, and union undetermined

	Low	High	Median
New hires, no experience	\$0	\$0	\$0
New hires who are experienced	\$15.00	\$47.95	\$28.77
3 years with firm, experienced	\$18.00	\$57.53	\$40.76

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	83%	0%	0%	0%	0%	0%
Life	83%	0%	0%	0%	0%	0%
Sick	83%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	17%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

## Hours Worked per week

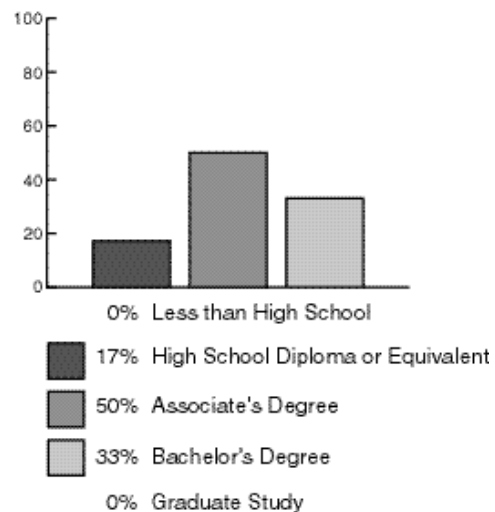
Full-time	40	On-call	0
Part-time	0	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	100%	0%	0%
Previous experience required: 28 mos. on average			
Training as a substitute for experience	0%	100%	0%
0 mos. of training on average can be substituted for experience.			

# Engineering, Mathematical, & Natural Sciences Managers

## **Skills & Other Requirements**

### **Technical Skills**

Ability to analyze statistics  
 Ability to hire and assign personnel  
 Ability to perform advanced mathematical calculations  
 Ability to use computer controlled processes  
 Ability to use engineering applications  
 Ability to use forecasting techniques  
 Ability to write effectively  
 Completion of computer science courses  
 Computer assisted design (CAD) skills  
 Knowledge of biological sciences

### **Personal or Other Skills**

Ability to maintain good business relationships  
 Ability to make decisions  
 Ability to work as part of a team  
 Ability to work independently

### **Basic Skills**

Oral communication skills

### **Computer Skills**

Word processing  
 Spreadsheet  
 Database  
 Desktop publishing

## **Training Providers**

Hartnell College

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced		*Don't hire without experience.	

Turnover (Annual percentage rate of job turnover) = 15.4%

### **Recruitment Methods**

50% Employee referrals	17% Internet
83% Newspaper ads	33% Other = word of mouth, head hunter
17% Walk in applicants	

### **Where the Jobs Are**

	SIC
Sand and Gravel	144
Miscellaneous Chemical Products	289
Construction, Mining, and Materials Handling	
Machinery and Equipment	353
Special Industry Machinery	355
Electronic Components and Accessories	367
Search and Navigation Equipment	381
Photographic Equipment and Supplies	386
Miscellaneous Nondurable Goods	519
Miscellaneous Repair Shops and Retail Services	769
Hospitals	806
Engineering and Architectural Service	871
Research, Development, and Testing Services	873
Local Government	903

### **Size of Occupation**

Size as of 1997 = 20  
 Medium

### **Gender**

Male 100%  
 Female 0%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Engineering, Math & Natural Sciences Managers (OES 130170) = 0.0%.  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	67%	33%
Projected over the next 24 months	0%	67%	33%

# Food Preparation Workers

OES: 650380

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$5.75	\$8.00	\$6.00
New hires who are experienced	\$5.75	\$9.00	\$7.00
3 years with firm, experienced	\$6.00	\$11.00	\$8.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	40%	7%	0%	0%	0%	0%
Dental	13%	0%	0%	0%	0%	0%
Vision	13%	0%	0%	0%	0%	0%
Life	13%	0%	0%	0%	0%	0%
Sick	20%	0%	0%	0%	0%	0%
Vacation	33%	0%	0%	0%	0%	0%
Retirement	13%	0%	0%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

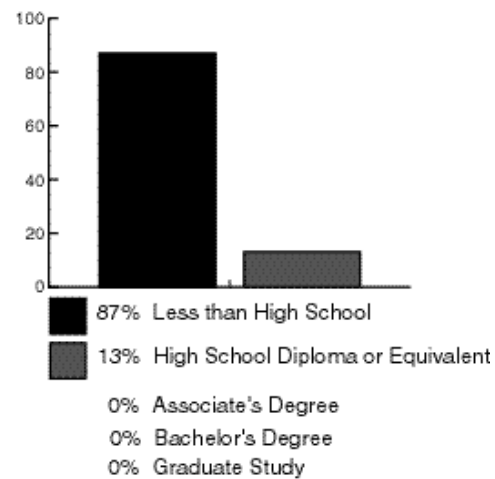
Full-time 39	On-call	0
Part-time 22	Seasonal	0

### Work Shifts

Day	X	Graveyard	
Swing		Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	13%	73%	13%

Previous experience required: 8 mos. on average

Training as a substitute for experience

50%	50%	0%
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3 mos. of training on average can be substituted for experience.

# Food Preparation Workers

## **Skills & Other Requirements**

### **Technical Skills**

Ability to handle multiple food orders in a timely fashion  
 Ability to operate a cash register  
 Certified as a food handler  
 Knowledge of a sanitary work environment  
 Salad making skills  
 Sandwich making skills

### **Physical Skills**

Ability to lift at least 30 lbs. repeatedly  
 Ability to pass a pre-employment medical examination  
 Ability to stand continuously for 2 or more hours  
 Ability to work rapidly

### **Personal or Other Skills**

Ability to work independently  
 Ability to work under pressure  
 High standards of personal cleanliness  
 Public contact skills  
 Willingness to work with close supervision

### **Basic Skills**

Ability to follow oral instructions  
 Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### **Computer Skills**

None

## **Training Providers**

Cabrillo College  
 Santa Clara County ROP (South)  
 Mission Trails (ROP)

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified		X	
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 35.2%

### **Recruitment Methods**

73% Employee referrals	47% Walk-in applicants
60% Newspaper ads	87% Other = word of mouth, signs, flyers

### **Where the Jobs Are**

	SIC
Grocery Stores	541
Eating and Drinking Places	581
Elementary and Secondary Schools	821

### **Size of Occupation**

Size as of 1997 = 150  
 Very Large

### **Gender**

Male 40%  
 Female 60%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Food Preparation Workers (OES 650380) = 6.7% (Slower than average).  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	7%	87%	7%
Projected over the next 24 months	7%	87%	7%

# General Managers & Top Executives

OES: 190050

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of small establishments who typically engage in the same activities as the workers they supervise.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$0	\$0	\$0
New hires who are experienced	\$9.00	\$28.77	\$14.38
3 years with firm, experienced	\$10.00	\$33.56	\$19.18

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	73%	0%	0%	0%	0%	0%
Dental	60%	0%	0%	0%	0%	0%
Vision	47%	0%	0%	0%	0%	0%
Life	47%	0%	0%	0%	0%	0%
Sick	60%	0%	0%	0%	0%	0%
Vacation	73%	0%	0%	0%	0%	0%
Retirement	53%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	7%	0%	0%	0%	0%	0%

\*Stock options

### Hours Worked per week

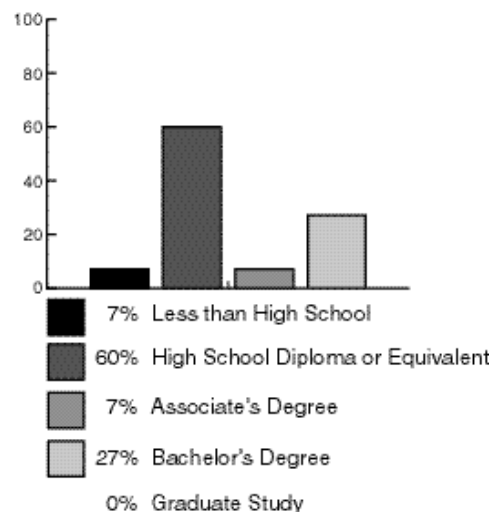
Full-time 44	On-call	0
Part-time 20	Seasonal	0

### Work Shifts

Day	X	Graveyard	
Swing	X	Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	93%	0%	7%
Previous experience required: 13 mos. on average			

Training as a substitute for experience  
 7% 93% 0%  
 3 mos. of training on average can be substituted for experience.

# General Managers & Top Executives

## Skills & Other Requirements

### Technical Skills

Ability to analyze data to solve problems  
 Ability to give oral instructions  
 Ability to hire/assign personnel  
 Ability to interpret data  
 Ability to motivate others  
 Ability to plan and organize the work of others  
 Ability to take charge and handle the unexpected  
 Knowledge of business math  
 Knowledge of economic principles  
 Knowledge of financial planning  
 Leadership skills  
 Performance appraisal skills  
 Report writing skills  
 Skill in setting work priorities

### Personal or Other Skills

Ability to maintain good business relationships  
 Ability to work independently  
 Ability to work under pressure  
 Public contact skills

### Basic Skills

Oral communication skills

### Computer Skills

Word processing  
 Database  
 Spreadsheet

## Training Providers

Cabrillo College  
 Gavilan College  
 Hartnell College

## Employment Trends

### Supply & Demand (difficulty in finding applicants)

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 2.9%

### Recruitment Methods

7% In house promotion or transfer	33% Walk in applicants
47% Employee referrals	20% Internet
87% Newspaper ads	73% Other = Job fairs, word of mouth, signs, head hunter
7% Private employment agencies	
7% Trade Journals	

### Where the Jobs Are

	SIC
Residential Building Construction	152
Plumbing, Heating, Air-Conditioning	171
Painting and Paper Hanging	172
Carpentry and Floor Work	175
Fabricated Structural Metal Products	344
Electrical Industrial Apparatus	362
Search and Navigation Equipment	381
Lumber and Construction Materials	503
Drugs, Proprietarys, and Sundries	512
Groceries and Related Products	513
Miscellaneous Nondurable Goods	519
Grocery Stores	541
Eating and Drinking Places	581
Elementary and Secondary Schools	821
Local Government, Exc. Hospitals and Education	903

### Size of Occupation

Size as of 1997 = 340  
 Very Large

### Gender

Male 28%  
 Female 72%

### Projections (San Benito County):

The projected growth for the period of 1997-2004 for General Managers and Top Executives (OES 190050) = 23.5% (Average).

The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	7%	93%	0%
Projected over the next 24 months	0%	80%	20%

# Hand Packers & Packagers

OES: 989020

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$5.75	\$12.79	\$6.75
New hires who are experienced	\$6.25	\$17.05	\$7.00
3 years with firm, experienced	\$7.00	\$20.00	\$9.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	25%	0%	0%	0%	0%	0%
Dental	13%	0%	0%	0%	0%	0%
Vision	13%	0%	0%	0%	0%	0%
Life	13%	0%	0%	0%	0%	0%
Sick	13%	0%	0%	0%	0%	0%
Vacation	13%	0%	0%	0%	0%	0%
Retirement	13%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

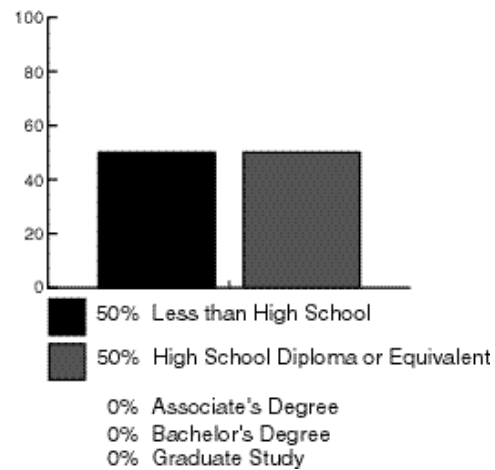
Full-time	41	On-call	0
Part-time	20	Seasonal	45

### Work Shifts

Day	X	Graveyard	
Swing		Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	13%	88%	0%

Previous experience required: 12 mos. on average

Training as a substitute for experience: 0% 100% 0%

0 mos. of training on average can be substituted for experience.



# Hand Packers & Packagers

## Skills & Other Requirements

### Physical Skills

Ability to lift at least 50 lbs. repeatedly  
 Ability to sit continuously for 2 or more hours  
 Ability to stand continuously for 2 or more hours  
 Good eye-hand coordination

### Personal or Other Skills

Ability to work independently  
 Willingness to work with close supervision

### Basic Skills

Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

Word processing  
 Spreadsheet

### Training Providers

Training specific to this occupation is not available.

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified		X	
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 14.7%

### Recruitment Methods

13% In house promotion or transfer  
 75% Employee referrals  
 13% Walk in applicants  
 75% Other = word of mouth

### Where the Jobs Are

	SIC
Vegetables and Melons	016
Canned, Frozen, and Preserved Fruits, Vegetables, and Food Specialties	203
Sawmills and Planing Mills	242
Fabricated Rubber Products, not elsewhere classified	306
Miscellaneous Plastics Products, NEC	308
Fabricated Structural Metal Products	344
Motor Vehicles and Motor Vehicle Equipment	371
Grocery Stores	541
Nonstore Retailers	596

### Size of Occupation

Size as of 1997 = 70  
 Large

### Gender

Male 67%  
 Female 33%

### Projections (San Benito County):

The projected growth for the period of 1997-2004 for Hand Packers and Packagers (OES 989020) = 28.6% (Faster than average).  
 The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	75%	25%
Projected over the next 24 months	0%	63%	38%

# Industrial Production Managers

**OES: 150140**

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$17.05	\$17.05	\$17.05
New hires who are experienced	\$8.00	\$25.00	\$16.00
3 years with firm, experienced	\$10.00	\$35.00	\$22.90

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	70%	0%	20%	0%	0%	0%
Dental	50%	0%	20%	0%	0%	0%
Vision	40%	0%	20%	0%	0%	0%
Life	50%	0%	0%	0%	0%	0%
Sick	50%	0%	0%	0%	0%	0%
Vacation	60%	0%	0%	0%	0%	0%
Retirement	50%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

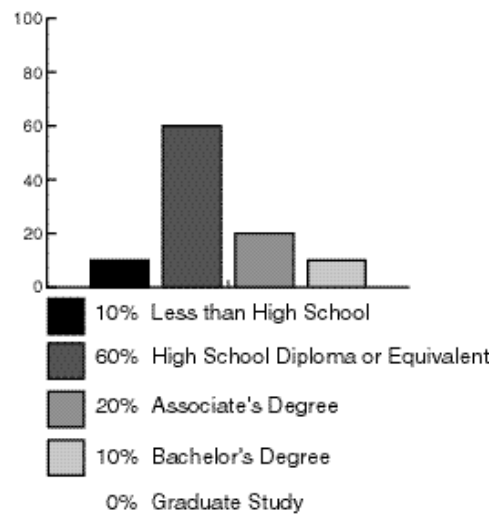
Full-time	42	On-call	0
Part-time	0	Seasonal	0

### Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	90%	0%	10%
Previous experience required: 28 mos. on average			

Training as a substitute for experience: 10% 90% 0%

9 mos. of training on average can be substituted for experience.

# Industrial Production Managers

## **Skills & Other Requirements**

### **Technical Skills**

Ability to apply materials resource planning (MRP) techniques  
 Ability to explain and follow grievance procedures  
 Ability to hire and assign personnel  
 Ability to plan and organize the work of others  
 Ability to write effectively  
 Ability to analyze data to solve problems  
 Report writing skills

### **Personal or Other Skills**

Ability to do shift work  
 Ability to handle crisis situations  
 Ability to meet deadlines  
 Ability to set work priorities  
 Ability to work independently  
 Ability to work under pressure  
 Interpersonal skills  
 Organizational skills  
 Willingness to work nights, weekends, and holidays  
 Willingness to work with close supervision

### **Basic Skills**

Ability to read and follow instructions  
 Basic math skills  
 Oral communication skills

### **Computer Skills**

Word processing  
 Spreadsheet  
 CAD

## **Training Providers**

Hartnell College

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced	X		

Turnover (Annual percentage rate of job turnover) = 29.4%

### **Recruitment Methods**

20% In house promotion or transfer	10% Internet
60% Employee referrals	40% Other = word of mouth, signs
80% Newspaper ads	
10% Trade journals	

### **Where the Jobs Are**

	SIC
Preserved Fruits and Vegetables	203
Beverages	208
Paper Mills	262
Converted Paper and Paper Board Products, except Containers and Boxes	267
Miscellaneous Chemical Products	289
Concrete, Gypsum, and Plaster Products	327
Fabricated Structural Metal Products	344
Coding, Engraving, and Allied Services	347
Construction and Related Machinery	353
Electrical Components and Accessories	367
Search and Navigation Equipment	381

### **Size of Occupation**

Size as of 1997 = 40  
 Large

### **Gender**

Male 95%  
 Female 5%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Industrial Production Managers (OES 150140) = 0.0%.  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

*Actual and projected growth as stated by employers surveyed*

	Decline	Remain stable	Grow
During the last 12 months	0%	70%	30%
Projected over the next 24 months	0%	80%	20%

# Instructional Aides

OES: 315211

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## Wages & Benefits

**Wages:** non-union, and union undetermined

	Low	High	Median
New hires, no experience	\$7.00	\$12.79	\$9.00
New hires who are experienced	\$7.00	\$11.50	\$10.00
3 years with firm, experienced	\$8.00	\$19.18	\$11.91
<b>Wages:</b> union			
New hires, no experience	\$9.22	\$9.55	\$9.39
New hires who are experienced	\$7.00	\$10.55	\$10.00
3 years with firm, experienced	\$9.50	\$12.22	\$10.60

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	43%	14%	0%	7%	0%	0%
Dental	43%	14%	0%	7%	0%	0%
Vision	43%	14%	0%	7%	0%	0%
Life	43%	0%	0%	0%	7%	0%
Sick	50%	0%	0%	7%	0%	0%
Vacation	43%	0%	0%	0%	0%	0%
Retirement	43%	14%	0%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

## Hours Worked per week

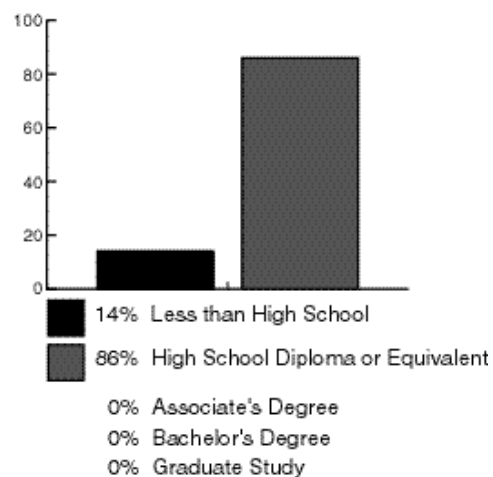
Full-time 39	On-call	0
Part-time 19	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	50%	50%	0%

Previous experience required: 11 mos. on average

Training as a substitute for experience	14%	86%	0%
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3 mos. of training on average can be substituted for experience.

# Instructional Aides

## Skills & Other Requirements

### Technical Skills

Ability to administer emergency first aid  
 Ability to apply teaching techniques  
 Ability to operate audiovisual equipment  
 Ability to type at least 45 wpm  
 Ability to write effectively  
 Classroom management skills  
 Knowledge of early childhood development  
 Musical skills  
 Oral reading skills  
 Possession of an Early Childhood Development certificate  
 Record keeping skills

### Physical Skills

Ability to pass a pre-employment medical examination

### Personal or Other Skills

Ability to exercise patience  
 Ability to handle crisis situations  
 Ability to work independently  
 Understanding of a variety of cultures  
 Willingness to work with close supervision

### Basic Skills

Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

Word processing

## Training Providers

Cabrillo College  
 Santa Clara County ROP (South)  
 Gavilan College  
 Hartnell College

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified		X	
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 32.2%

### Recruitment Methods

29% Internet	7% Trade journals
50% Employee referrals	7% Union hall referrals
71% Newspaper ads	14% Colleges/Universities
21% Walk in applicants	43% Other = word of mouth, school newsletter
14% School, program referrals	

### Where the Jobs Are

	SIC
Elementary and Secondary Schools	821
Child Day Care Services	835

### Size of Occupation

Size as of 1997 = Teachers Aides,  
 Paraprofessional (OES 315210)  
 = 200 (Very Large)  
 Teachers Aides & Educational Assistants, Clerical  
 (OES 539050) = 50 (Large)

### Gender

Male 16%  
 Female 84%

### Projections (San Benito County):

The projected growth for the period of 1997-2004 for Teacher Aides, Paraprofessional (OES 315210) = 30.0% (Faster than average) and Teacher Aides and Educational Assistants, Clerical (OES 539050) = 20.0% (Slower than Average).  
 The County Average Growth for all occupations is 23.4%.

## Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	71%	29%
Projected over the next 24 months	7%	64%	29%

# Marketing, Advertising, & Public Relations Managers

OES: 130110

Marketing, Advertising and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$5.75	\$23.97	\$14.86
New hires who are experienced	\$7.25	\$26.37	\$19.18
3 years with firm, experienced	\$8.00	\$31.16	\$21.58

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	100%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick	67%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

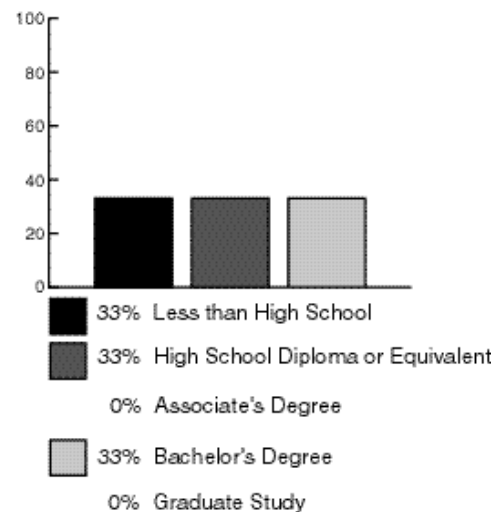
Full-time 40	On-call	0
Part-time 20	Seasonal	0

### Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	33%	67%	0%

Previous experience required: 12 mos. on average

Training as a substitute for experience

0%	100%	0%
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0 mos. of training on average can be substituted for experience.

# Marketing, Advertising, & Public Relations Managers

## Skills & Other Requirements

### Technical Skills

Ability to analyze and use market research data and reports  
 Ability to manage an activity or department  
 Ability to write effectively  
 Media advertising sales skills  
 Supervisory skills  
 Telephone sales techniques skills  
 Understanding of labor relations practices

### Personal or Other Skills

Ability to maintain good business relationships  
 Ability to maintain good customer relations  
 Ability to manage multiple priorities  
 Ability to manage unexpected situations or circumstances  
 Ability to meet deadlines  
 Ability to work independently  
 Willingness to travel  
 Willingness to work nights, weekends, and holidays  
 Willingness to work with close supervision

### Basic Skills

Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

Word processing  
 Spreadsheet  
 Database  
 Desktop Publishing

## Training Providers

Santa Clara County ROP (South)  
 Gavilan College  
 Cabrillo College

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced	X		

Turnover (Annual percentage rate of job turnover) = 24.0%

### Recruitment Methods

33% Employment Development Dept.  
 67% Employee referrals  
 67% In house promotion or transfer  
 33% Private employment agencies

67% Internet  
 33% Newspaper Ads

### Where the Jobs Are

	SIC
Residential Building Construction	152
Beverages	208
Miscellaneous Wood Products	249
Miscellaneous Chemical Products	289
Miscellaneous Plastics Products	308
Search and Navigation Equipment	381
Photographic Equipment and Supplies	386
Drugs, Drugs Proprietaries, and Druggist's Sundries	512
Miscellaneous Nondurable Goods	519
Department Stores	531
Personnel Supply Services	736

### Size of Occupation

Size as of 1997 = 20  
 Medium

### Gender

Male 71%  
 Female 29%

### Projections (San Benito County):

The projected growth for the period of 1997-2004 for Marketing, Advertising and Public Relations Managers (OES 130110) = 0.0%.  
 The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	67%	33%
Projected over the next 24 months	0%	100%	0%

# Painters, Paperhangers- Construction & Maintenance

OES: 874020

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

## Wages & Benefits

**Wages:** non-union, and union undetermined

	Low	High	Median
New hires, no experience	\$8.00	\$8.00	\$8.00
New hires who are experienced	\$6.50	\$16.00	\$10.00
3 years with firm, experienced	\$8.00	\$27.00	\$20.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	20%	0%	0%	0%	0%	0%
Dental	20%	0%	0%	0%	0%	0%
Vision	20%	0%	0%	0%	0%	0%
Life	20%	0%	0%	0%	0%	0%
Sick	20%	0%	0%	0%	0%	0%
Vacation	20%	0%	0%	0%	0%	0%
Retirement	20%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	10%	0%	0%	0%	0%	0%

\*Profit sharing

## Hours Worked *per week*

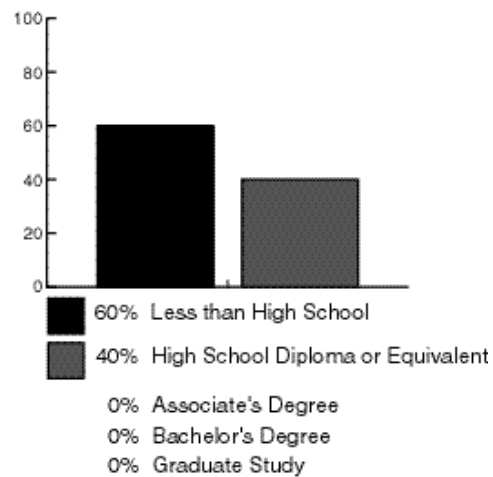
Full-time	39	On-call	0
Part-time	23	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	80%	10%	10%

Previous experience required: 20 mos. on average

Training as  
a substitute 78% 22% 0%  
for experience

6 mos. of training on average can be substituted  
for experience.



# Painters, Paperhangers- Construction & Maintenance

## **Skills & Other Requirements**

### **Technical Skills**

Ability to use and read a tape measure  
Brush painting skills  
Drywall installation and repair skills  
Knowledge of paints and related chemicals  
Roller painting skills  
Spray painting skills  
Surface preparation skills

### **Physical Skills**

Ability to lift at least 50 lbs. repeatedly  
Ability to stand continuously for 2 or more hours  
Ability to tolerate dust and paint fumes  
Ability to work from ladders and scaffolds  
Possession of good color perception

### **Personal or Other Skills**

Ability to pay attention to detail  
Ability to work independently  
Customer service skills  
Possession of a reliable vehicle  
Willingness to work with close supervision

### **Basic Skills**

Ability to read and follow instructions  
Ability to write legibly  
Basic math skills  
Oral communication skills

### **Computer Skills**

None

## **Training Providers**

Hartnell College

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 20.0%

### **Recruitment Methods**

10% In house promotion or transfer	10% Internet
70% Employee referrals	20% Walk in applicants
60% Newspaper ads	70% Other = word of mouth,
20% Employment Development Dept.	signs, flyers

### **Where the Jobs Are**

	SIC
General Build. Contractors-Residential Build.	152
Painting and Paper Hanging	172

### **Size of Occupation**

Size as of 1997 = 80  
Very Large

### **Gender**

Male 100%  
Female 0%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Painters, Paperhangers-Construction and Maintenance (OES 874020) = 50.0%  
(Much faster than average).  
The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	80%	20%
Projected over the next 24 months	0%	60%	40%

# Personnel, Training, & Labor Relations Managers

OES: 130050

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

## Wages & Benefits

**Wages:** *non-union and union*

	Low	High	Median
New hires, no experience	\$12.00	\$30.00	\$12.50
New hires who are experienced	\$9.00	\$23.97	\$14.38
3 years with firm, experienced	\$12.00	\$30.00	\$19.18

*Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).*

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	73%	18%	9%	0%	0%	0%
Dental	73%	9%	9%	0%	0%	0%
Vision	73%	0%	9%	0%	0%	0%
Life	73%	9%	0%	0%	0%	0%
Sick	64%	18%	0%	0%	0%	0%
Vacation	82%	18%	0%	0%	0%	0%
Retirement	82%	9%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	9%	9%	0%	0%	0%	0%

\*401K, dependent care

## Hours Worked *per week*

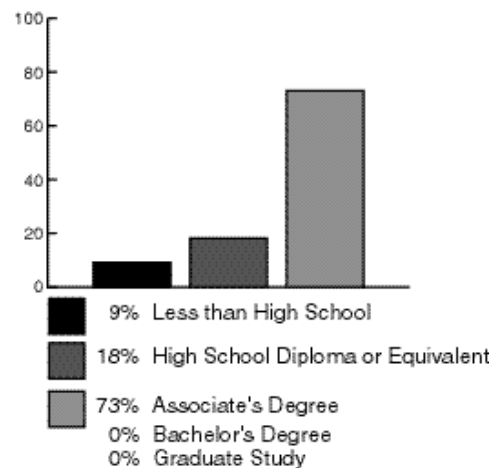
Full-time 40	On-call	0
Part-time 30	Seasonal	0

## Work Shifts

Day	X	Graveyard	
Swing		Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	73%	27%	0%

*Previous experience required: 29 mos. on average*

Training as a substitute for experience

	13%	88%	0%
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*3 mos. of training on average can be substituted for experience.*

# Personnel, Training, & Labor Relations Managers

## Skills & Other Requirements

### Technical Skills

Ability to conduct performance appraisals  
 Ability to explain and follow grievance procedures  
 Ability to hire and assign personnel  
 Ability to manage an activity or department  
 Ability to plan and organize the work of others  
 Ability to write effectively  
 Ability to write job specifications  
 Business math skills  
 Knowledge of personnel classification procedures  
 Negotiation skills  
 Office management skills  
 Personnel interviewing skills  
 Personnel recruiting skills  
 Understanding of employee benefit programs  
 Understanding of labor relations practices  
 Understanding of the collective bargaining process

### Personal or Other Skills

Ability to motivate others  
 Ability to work independently  
 Ability to work under pressure  
 Leadership skills  
 Willingness to travel  
 Willingness to work nights, weekends, and holidays

### Basic Skills

Oral communication skills

### Computer Skills

Word processing  
 Spreadsheet  
 Database  
 Desktop publishing

### Training Providers

Training specific to this occupation is not available.

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified		X	
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 43.9%

### Recruitment Methods

55% In house promotion or transfer  
 55% Employee referrals  
 73% Newspaper ads  
 9% Private employment agencies

27% Internet  
 50% Other = word of mouth, flyers

### Where the Jobs Are

	SIC
Horticulture Specialties	018
Canned, Frozen, and Preserved Fruits, Vegetables, and Food Specialties	203
Concrete, Gypsum, and Plaster Products	327
Fabricated Structural Metal Products	344
Electrical Industrial Apparatus	362
Local and Suburban Transportation	411
Department Stores	531
Miscellaneous Amusement, Recreation Service	799
Local Government, Exc. Hospitals and Education	903

### Size of Occupation

Size as of 1997 = Not Available

### Gender

Male 44%  
 Female 56%

### Projections *(San Benito County):*

The projected growth for the period of 1997-2004 for Personnel, Training, and Labor Relations Managers (OES 130050) = (not available).  
 The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	100%	0%
Projected over the next 24 months	0%	91%	9%

# Salespersons-Retail (Except Vehicle Sales)

OE5: 490112

Salespersons, Retail, except Vehicle Sales sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$5.75	\$7.25	\$6.00
New hires who are experienced	\$5.75	\$10.00	\$7.08
3 years with firm, experienced	\$5.75	\$15.00	\$9.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	44%	17%	0%	0%	0%	0%
Dental	44%	11%	0%	0%	0%	0%
Vision	28%	6%	0%	0%	0%	0%
Life	33%	6%	0%	0%	0%	0%
Sick	44%	11%	0%	0%	0%	0%
Vacation	44%	11%	0%	0%	0%	0%
Retirement	33%	11%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

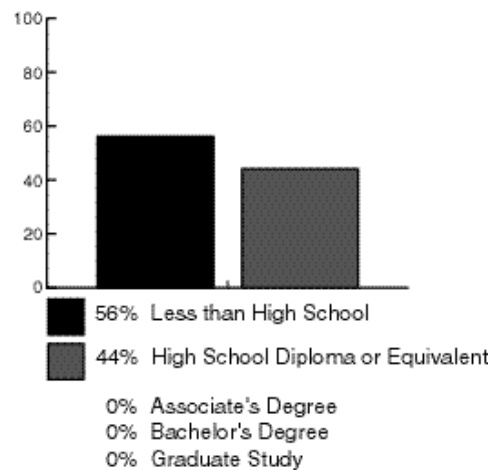
Full-time 40	On-call	0
Part-time 23	Seasonal	0

### Work Shifts

Day	X	Graveyard	X
Swing		Other*	X
		*nights, weekends	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	22%	67%	11%
Previous experience required: 6 mos. on average			
Training as a substitute for experience	50%	50%	0%
3 mos. of training on average can be substituted for experience.			

# Salespersons-Retail (Except Vehicle Sales)

## Skills & Other Requirements

### Technical Skills

Ability to make change  
 Ability to operate a computerized cash register  
 Ability to operate a standard cash register  
 Ability to perform basic mathematical computations  
 Ability to use a computer terminal  
 Knowledge of inventory techniques  
 Knowledge of sales techniques  
 Public contact skills

### Personal or Other Skills

Ability to lift at least 50 lbs.  
 Ability to stand for prolonged periods  
 Ability to work independently  
 Customer service skills  
 Good grooming skills  
 Willingness to work with close supervision

### Basic Skills

Ability to read and follow instructions  
 Ability to write legibly  
 Oral communication skills

### Computer Skills

Word processing

## Training Providers

Mission Trails (ROP)

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 31.2%

### Recruitment Methods

22% In house promotion or transfer  
 78% Employee referrals  
 61% Newspaper ads  
 6% Employment Development Dept.

50% Walk-in applicants  
 78% Other = word of mouth, signs

### Where the Jobs Are

	SIC
Machinery, Equipment, and Supplies	508
Drugs, Proprietaries, and Sundries	512
Lumber and Other Building Materials	521
Paint, Glass, and Wallpaper Stores	523
Hardware Stores	525
Department Stores	531
Miscellaneous General Merchandise Stores	539
Grocery Stores	540
Retail Bakeries	546
Women's Clothing Stores	562
Furniture and Home Furnishings Stores	571
Household Appliance Stores	572
Radio, Television, and Computer Stores	573
Miscellaneous Shopping Goods Stores	594

### Size of Occupation

Size as of 1997 = Not Available

### Gender

Male 36%  
 Female 64%

### Projections *(San Benito County):*

The projected growth for the period of 1997-2004

Not Available

The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	6%	56%	39%
Projected over the next 24 months	0%	72%	28%

# Teachers-Elementary School

OES: 313050

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$15.82	\$28.77	\$22.30
New hires who are experienced	\$14.00	\$47.95	\$15.82
3 years with firm, experienced	\$17.65	\$51.21	\$20.00

### Wages: union

New hires, no experience	\$17.62	\$19.46	\$18.54
New hires who are experienced	\$20.27	\$24.82	\$23.32
3 years with firm, experienced	\$21.93	\$31.01	\$30.80

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	83%	50%	0%	0%	0%	0%
Dental	83%	50%	0%	0%	0%	0%
Vision	83%	50%	0%	0%	0%	0%
Life	33%	33%	0%	0%	33%	0%
Sick	83%	50%	0%	0%	0%	0%
Vacation	67%	33%	0%	0%	0%	0%
Retirement	83%	50%	0%	0%	0%	0%
Child Care	17%	0%	0%	0%	17%	0%
Other	0%	0%	0%	0%	0%	0%

## Hours Worked per week

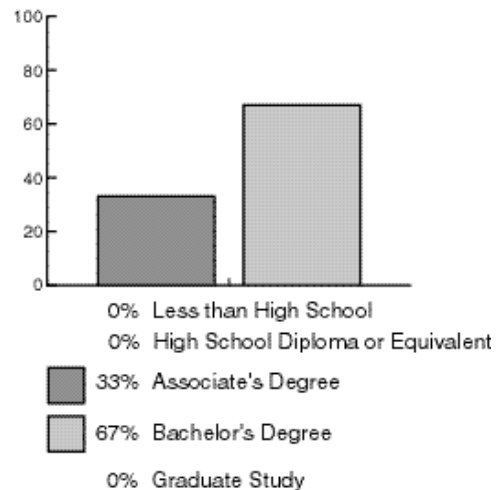
Full-time 37	On-call	0
Part-time 22	Seasonal	0

## Work Shifts

Day	X	Graveyard
Swing		Other

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	33%	50%	17%
Previous experience required: 11 mos. on average			
Training as a substitute for experience	33%	67%	0%
3 mos. of training on average can be substituted for experience.			

# Teachers-Elementary School

## **Skills & Other Requirements**

### **Technical Skills**

Ability to administer emergency first aid  
 Ability to write effectively  
 Artistic skills  
 Audiovisual teaching skills  
 Classroom management skills  
 Knowledge of algebra  
 Musical skills  
 Possession of a state teacher's certificate  
 Problem solving skills  
 Record keeping skills  
 Supervisory skills

### **Personal or Other Skills**

Ability to exercise patience  
 Ability to work independently  
 Ability to work under pressure  
 Possession of a clean police record  
 Understanding of a variety of cultures  
 Willingness to work with close supervision

### **Basic Skills**

Ability to read and follow instructions

### **Computer Skills**

Word processing

## **Training Providers**

Cabrillo College  
 Gavilan College  
 Hartnell College

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 12.5%

### **Recruitment Methods**

17% In house promotion or transfer  
 17% Employee referrals  
 67% Newspaper ads  
 33% School program referral

67% Internet  
 33% Colleges/Universities  
 33% Other = career fair

### **Where the Jobs Are**

	SIC
Elementary and Secondary Schools	821

### **Size of Occupation**

Size as of 1997 = 270  
 Very Large

### **Gender**

Male 34%  
 Female 66%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Teachers – Elementary School (OES 313050) = 7.4% (Slower than average).  
 The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	17%	83%
Projected over the next 24 months	0%	67%	33%

# Truck Drivers-Heavy or Tractor Trailer

OES: 971020

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

## Wages & Benefits

### Wages: non-union

	Low	High	Median
New hires, no experience	\$8.00	\$15.00	\$12.00
New hires who are experienced	\$10.00	\$16.50	\$14.69
3 years with firm, experienced	\$12.00	\$23.97	\$17.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

### Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	100%	17%	0%	0%	0%	0%
Dental	67%	0%	0%	0%	0%	0%
Vision	25%	0%	0%	0%	0%	0%
Life	42%	0%	0%	0%	0%	0%
Sick	42%	0%	0%	0%	0%	0%
Vacation	67%	17%	0%	0%	0%	0%
Retirement	58%	17%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

### Hours Worked per week

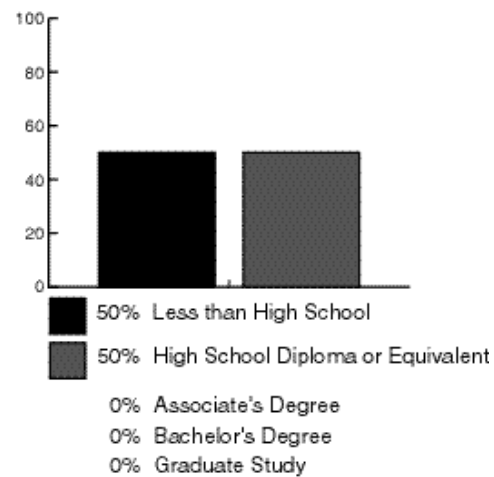
Full-time 40	On-call	0
Part-time 20	Seasonal	0

### Work Shifts

Day	X	Graveyard	
Swing		Other*	X
		*24 hours	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	58%	42%	0%

Previous experience required: 27 mos. on average

Training as a substitute for experience: 14% Yes, 86% No, 0% Not req'd but pref'd. 3 mos. of training on average can be substituted for experience.



# Truck Drivers-Heavy or Tractor Trailer

## Skills & Other Requirements

### Technical Skills

Ability to drive trucks long distances  
 Ability to load and unload freight  
 Ability to meet ICC requirements  
 Ability to operate a fork lift  
 Ability to read invoices  
 Automotive maintenance and minor repair skills  
 Knowledge of local streets  
 Map reading skills  
 Possession of a valid Class A driver's license  
 Possession of a valid Class B driver's license  
 Record keeping skills

### Physical Skills

Ability to lift at least 75 lbs. repeatedly  
 Ability to pass a pre-employment medical examination

### Personal or Other Skills

Ability to work independently  
 Possession of a good DMV driving record

### Basic Skills

Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

### Computer Skills

None

## Training Providers

Salinas Adult Education

## Employment Trends

### Supply & Demand *(difficulty in finding applicants)*

	Not Difficult	Moderately Difficult	Very Difficult
Fully experienced & qualified			X
Inexperienced			X

Turnover (Annual percentage rate of job turnover) = 16.4%

### Recruitment Methods

67% Employee referrals      33% Walk in applicants  
 75% Newspaper ads      50% Other = word of mouth  
 8% Employment Development Dept. 8% In-house

### Where the Jobs Are

	SIC
Fruits and Tree Nuts	017
Horticultural Specialties	018
Sand and Gravel	144
Concrete, Gypsum, and Plaster Products	327
Trucking and Courier Services, Ex. Air	421
Lumber and Construction Materials	503
Millwork, Veneer, Plywood, and Structural Wood Members	541
Newspapers: Publishing, or Publishing and Printing	571
Fuel Dealers	598
Local Government, Exc. Hospitals and Education	903

### Size of Occupation

Size as of 1997 = 190  
 Very Large

### Gender

Male 94%  
 Female 6%

### Projections (San Benito County):

The projected growth for the period of 1997-2004 for Truck Drivers – Heavy or Tractor Trailer (OES 971020) = 21.1% (Average).

The County Average Growth for all occupations is 23.4%.

### Employment Levels

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	0%	75%	25%
Projected over the next 24 months	0%	83%	17%

# Waiters & Waitresses

OES: 650080

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

## Wages & Benefits

**Wages:** non-union, and union undetermined

	Low	High	Median
New hires, no experience	\$5.75	\$5.75	\$5.75
New hires who are experienced	\$5.75	\$6.25	\$5.75
3 years with firm, experienced	\$5.75	\$7.00	\$5.75

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## Benefits

	Employer pays		Shared cost		Employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	13%	7%	0%	7%	0%	0%
Dental	13%	0%	0%	0%	0%	0%
Vision	13%	0%	0%	0%	0%	0%
Life	13%	0%	0%	0%	0%	0%
Sick	13%	7%	0%	0%	0%	0%
Vacation	13%	13%	0%	0%	0%	0%
Retirement	13%	7%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	7%	0%	0%	0%	0%	0%

\*IRA Program

## Hours Worked *per week*

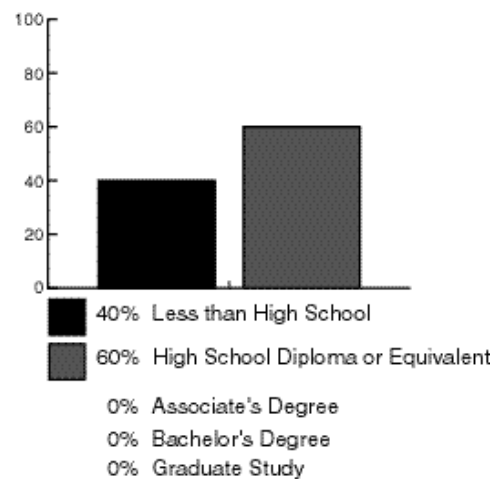
Full-time	39	On-call	30
Part-time	21	Seasonal	0

## Work Shifts

Day	X	Graveyard	
Swing		Other*	X
		*nights	

## Employer Requirements

### Education



### Training & Experience

	Yes	No	Not req'd but pref'd
Previous experience required	33%	67%	0%

Previous experience required: 16 mos. on average

Training as  
a substitute 20% 80% 0%  
for experience

3 mos. of training on average can be substituted  
for experience.

# Waiters & Waitresses

## **Skills & Other Requirements**

### **Technical Skills**

Ability to operate a cash register  
Cash handling skills

### **Physical Skills**

Ability to lift at least 30 lbs. repeatedly  
Ability to stand continuously for 2 or more hours

### **Personal or Other Skills**

Ability to work independently  
Ability to work under pressure  
Customer service skills  
Good grooming skills  
Willingness to work with close supervision

### **Basic Skills**

Ability to follow oral instructions  
Ability to read and follow instructions  
Ability to write legibly  
Basic math skills  
Oral communication skills

### **Computer Skills**

None

## **Training Providers**

Santa Clara County ROP (South)  
Mission Trails (ROP)  
(Restaurant Careers)

## **Employment Trends**

### **Supply & Demand** *(difficulty in finding applicants)*

	Not difficult	Moderately difficult	Very difficult
Fully experienced & qualified			X
Inexperienced		X	

Turnover (Annual percentage rate of job turnover) = 31.9%

### **Recruitment Methods**

53% Employee referrals	40% Walk-In Applicants
80% Newspaper ads	67% Other = word of mouth,
7% Employment Development Dept.	signs

### **Where the Jobs Are**

	SIC
Eating and Drinking Places	581

### **Size of Occupation**

Size as of 1997 = 260  
Very Large

### **Gender**

Male 49%  
Female 51%

### **Projections** (San Benito County):

The projected growth for the period of 1997-2004 for Waiters and Waitresses (OES 650080) = 0.0%.  
The County Average Growth for all occupations is 23.4%.

### **Employment Levels**

Actual and projected growth as stated by employers surveyed

	Decline	Remain stable	Grow
During the last 12 months	7%	80%	13%
Projected over the next 24 months	0%	80%	20%

# Appendix A

## ***Previously Studied Occupations 1996-2000***

Accountants and Auditors 1997	Human Service Workers 1998
Administrative Services Managers 1999	Industrial Production Managers 1997, 2000
Assemblers and Fabricators 1996,1999	Industrial Truck and Tractor Operators 1999
Automotive Mechanics 1996,1999	Instructional Aides 2000
Bartender Helpers 1997	Janitors and Cleaners 1998
Bookkeeping and Accounting Clerks 1996,1999	Laborers, Landscaping and Groundskeeping 1998
Child Care Workers 1996	Lodging Managers 1999
Claims Examiners-Property and Casualty Insurance 1997	Machinists 1998
Cannery Workers 1997	Maids and Housekeeping Cleaners 1998
Carpenters 2000	Maintenance Repairers 1996, 1999
Cashiers 1997, 2000	Marketing, Advertising, & Public Relations Managers 2000
Child Care Workers 2000	Mechanical Engineers 1997
Combined Food Preparation and Service Workers 1998	Medical Assistants 1996
Construction Managers 1998	Metal Fabricators, Structural Metal Products 1998
Cooks-Restaurants 1998	Nurse Aides 1996, 1999
Cooks-Short Order 2000	Order Clerks-Materials, Merchandise and Services 1997
Cooks-Specialty Fast Food 1998	Painters, Paperhangers-Construction and Maintenance 2000
Cost Estimators 2000	Personnel, Training, & Labor Relations Managers 2000
Counter and Rental Clerks 1999	Purchasing Agents 1999
Dining Room and Cafeteria Attendants and Drafters 1996	Purchasing Managers 1999
Education Administrators 2000	Receptionists and Information Clerks 1998
Electrical and Electronic Assemblers 2000	Registered Nurses 1999
Electromechanical Equipment Assemblers-Precision 1998	Roofers 1998
Emergency Medical Technicians-1 1997	Salesperson-Retail (Except Vehicle Sales) 1997, 2000
Emergency Medical Technicians-Paramedic 1997	Sales Representatives, Except Scientific and Related Products and Retail 1998
Engineers, Mathematical, & Natural Sciences Managers 2000	Secretaries-Except Legal and Medical 1999
Engineering Technicians 1996	Sheet Metal Workers 1996
Financial Managers 1998	Stock Clerks 1996,1999
First Line Supervisors and Managers-Construction Trades and Extractive Workers 1997	Teachers-Elementary School 1997, 2000
First Line Supervisors and Managers-Production and Operating Workers 1997	Teachers, Kindergarten 1998
Food Preparation Workers 1997, 2000	Teachers-Preschool 1999
Food Service Managers 1999	Teachers-Secondary School 1999
General Office Clerks 1996,1999	Teachers, Special Education 1998
General Managers and Top Executives 1997, 2000	Traffic, Shipping and Receiving Clerks 1996,1999
Hand Packers and Packagers 1997, 2000	Truck Drivers-Heavy or Tractor Trailer 1997, 2000
Helpers-Carpenters and Related Workers 1998	Truck Drivers, Light-include Delivery and Route Workers 1998
Home Health Aides 1998	Waiters and Waitresses 1997, 2000
	Welders and Cutters 1997

# Appendix B

## ***Training Directory***

### **Training Directory**

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#### **Community College**

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#### **Adult Education**

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# Community College

## Cabrillo College

6500 Soquel Drive  
Aptos, CA 95003  
Phone: 831-479-6100  
Fax: 831-475-5782  
www.cabrillo.cc.ca.us

### Services Provided:

Financial Aid	Yes	Child Care	Yes
Veteran Approved	Yes	Open Entry/Open Exit	Yes
Job Placement Assistance	Yes	Distance/Online Learning	Yes
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

### Programs:

#### Accounting

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

#### Applied Living Arts

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Courses to transfer

#### Archaeological Technology

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

#### Business

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

#### Small Business Training Program (SBTP)

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

#### Account Clerk

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

#### Business Office Skills & Technology (BOST)

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Associate Degree

# Community College

## **Administrative Assistant**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate, Associate Degree

## **Office Assistant**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate, Associate Degree

## **Cisco Networking Academy**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate

## **Computer & Information Systems (CIS)**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate, Associate Degree

## **Computer Science**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Associate Degree

## **Construction & Energy Management**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate, Associate Degree

## **Culinary Arts & Hospitality Management**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate, Associate Degree

## **Dental Hygiene**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Associate Degree

## **Digital Media**

### **Digital Publishing**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate

### **eCommerce Skills**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Certificate

## **Cabrillo College**

6500 Soquel Drive  
Aptos, CA 95003  
Phone: 831-479-6100  
Fax: 831-475-5782  
[www.cabrillo.cc.ca.us](http://www.cabrillo.cc.ca.us)

# Community College

## **Cabrillo College**

6500 Soquel Drive  
Aptos, CA 95003  
Phone: 831-479-6100  
Fax: 831-475-5782  
www.cabrillo.cc.ca.us

### **Multimedia**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Web Production Skills**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Early Childhood**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

## **Engineering Technology**

### **Architectural Drafting & Design**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

### **Civil Survey Drafting & Design**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

### **Computer Aided Drafting & Design**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

### **Computer Animation**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

## **Horticulture**

### **General and Crop Production**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Associate Degree



# Community College

## **Greenhouse Design and Management**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

## **Landscape Horticulture**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Associate Degree

## **Vocational Gardening**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

## **Journalism**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

## **Medical Programs**

### **EKG Technician**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Medical Assistant**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Medical Insurance Specialist**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Medical Receptionist**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Medical Transcription**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Phlebotomy Technician**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

## **Cabrillo College**

6500 Soquel Drive  
Aptos, CA 95003  
Phone: 831-479-6100  
Fax: 831-475-5782  
[www.cabrillo.cc.ca.us](http://www.cabrillo.cc.ca.us)

# Community College

## **Cabrillo College**

6500 Soquel Drive  
Aptos, CA 95003  
Phone: 831-479-6100  
Fax: 831-475-5782  
www.cabrillo.cc.ca.us

## **Public Safety**

### **Fire Technology**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Associate Degree, AA

### **Law Enforcement/Criminal Justice**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Associate Degree, AA

### **Reserve Training (POST/STC)**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

### **Radiologic Technology**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Associate Degree

### **Real Estate**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate, Associate Degree

### **Welding**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Certificate

# Community College

## **Gavilan College**

5055 Santa Theresa Boulevard

Gilroy, CA 95020

Phone: 408-847-1400

Fax: 408-848-4801

[www.gavilan.cc.ca.us](http://www.gavilan.cc.ca.us)

## **Services Provided:**

Financial Aid	Yes	Child Care	Yes
Veteran Approved	Yes	Open Entry/Open Exit	Yes
Job Placement Assistance	Yes	Distance/Online Learning	Yes
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

## **Programs:**

### **Accounting**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Anthropology**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Art, General**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Astronomy**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Aviation Systems and Avionics Maintenance Technology**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Biological Sciences/Life Sciences**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Business Computer Applications**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Cisco Networking**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

# Community College

## **Gavilan College**

5055 Santa Theresa Boulevard

Gilroy, CA 95020

Phone: 408-847-1400

Fax: 408-848-4801

[www.gavilan.cc.ca.us](http://www.gavilan.cc.ca.us)

### **Chemistry, General**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Child Development, Care and Guidance**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Clinical Medical Nursing**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Communications, General**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Computer and Information Sciences, General**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Computer Programming**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Cosmetology**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Criminal Justice/Law Enforcement Administration**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

### **Ecology**

Program Cost	\$11.00 per unit
Cost Covers	Registration
Program Results In	Diploma, Certificate, Associate Degree

# Community College

## **Gavilan College**

5055 Santa Theresa Boulevard

Gilroy, CA 95020

Phone: 408-847-1400

Fax: 408-848-4801

[www.gavilan.cc.ca.us](http://www.gavilan.cc.ca.us)

### **Economics, General**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **English Language and Literature, General**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Enterprise Management and Operations, General**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Geography**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Geology**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Graphic Design, Commercial Art and Illustration**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Health Related Knowledge and Skills**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **History, General**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Home Health Aide**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

# Community College

## **Gavilan College**

5055 Santa Theresa Boulevard

Gilroy, CA 95020

Phone: 408-847-1400

Fax: 408-848-4801

[www.gavilan.cc.ca.us](http://www.gavilan.cc.ca.us)

### **Humanities & Humanistic Studies**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Industrial Manufacturing Technology**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Medical Administrative Assistant/Secretary**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Mathematics**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Music**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Nursing Assistant (Certified)**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Philosophy**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Physical Education, Teaching and Coaching**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

### **Physical Sciences, General**

Program Cost \$11.00 per unit

Cost Covers Registration

Program Results In Diploma, Certificate, Associate Degree

# Community College

## **Gavilan College**

5055 Santa Theresa Boulevard

Gilroy, CA 95020

Phone: 408-847-1400

Fax: 408-848-4801

[www.gavilan.cc.ca.us](http://www.gavilan.cc.ca.us)

### **Political Science, General**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Pre-Elementary/Early Childhood/Kindergarten Teacher Education**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Psychology, General**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Public Relations and Organizational Communications**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Registered Nursing**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Sociology**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Spanish Language and Literature**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Teacher Assistant/Aide**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Vocational Nursing (Licensed)**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

### **Welding Technology**

Program Cost \$11.00 per unit  
Cost Covers Registration  
Program Results In Diploma, Certificate, Associate Degree

# Community College

## Hartnell College

156 Homestead Avenue

Salinas, CA 93901

Phone: 831-755-6711

Fax: 831-759-6014

www.hartnell.cc.ca.us

### Services Provided:

Financial Aid	Yes	Child Care	Yes
Veteran Approved	Yes	Open Entry/Open Exit	No
Job Placement Assistance	Yes	Distance/Online Learning	n/a
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

### Programs:

#### Administration of Justice

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

#### Agriculture

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

#### Anthropology

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

#### Apprentices

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certification through the Joint Apprentice Committee (JAC)

#### Art

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

#### Auto Collision Repair

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

#### Behavioral Sciences

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree



# Community College

## **Hartnell College**

156 Homestead Avenue  
Salinas, CA 93901  
Phone: 831-755-6711  
Fax: 831-759-6014  
[www.hartnell.cc.ca.us](http://www.hartnell.cc.ca.us)

### **Biology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Business**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### **Chemistry**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Chicana/ Chicano Studies**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Chinese**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### **Computer and Information Science**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### **Construction Management**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Cooperative Work Experience**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Units Toward Degree

### **Drafting Technology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### **Early Childhood Education**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

# Community College

## Hartnell College

156 Homestead Avenue

Salinas, CA 93901

Phone: 831-755-6711

Fax: 831-759-6014

[www.hartnell.cc.ca.us](http://www.hartnell.cc.ca.us)

### Earth Science

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Economics

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Electronics Technology (Assemblers)

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Engineering Technology

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### English

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### ESL

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### Environmental Technology

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### Ethnic Studies

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Fire Science

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

# Community College

## **Food Service Management**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

## **French**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

## **General Studies**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

## **Geography**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

## **Geology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

## **German**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

## **Health Education**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

## **Health Services**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

## **History**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

## **Human Services**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

## **Industrial Technology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

## **Hartnell College**

156 Homestead Avenue  
Salinas, CA 93901  
Phone: 831-755-6711  
Fax: 831-759-6014  
[www.hartnell.cc.ca.us](http://www.hartnell.cc.ca.us)

# Community College

## Hartnell College

156 Homestead Avenue

Salinas, CA 93901

Phone: 831-755-6711

Fax: 831-759-6014

[www.hartnell.cc.ca.us](http://www.hartnell.cc.ca.us)

### Instructional Aides

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### Italian

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### Japanese

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### Journalism

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### Liberal Studies

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Library Assistant

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### Mathematics

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Mill and Cabinet Technology

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### Multimedia Technology

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

# Community College

## Hartnell College

156 Homestead Avenue  
Salinas, CA 93901  
Phone: 831-755-6711  
Fax: 831-759-6014  
[www.hartnell.cc.ca.us](http://www.hartnell.cc.ca.us)

### Music

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Registered Nursing

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Vocational Nursing

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate

### Philosophy

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Photography

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Physical Education

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Physics

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Political Science

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Psychology

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### Real Estate

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### Social Sciences

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

# Community College

## Hartnell College

156 Homestead Avenue

Salinas, CA 93901

Phone: 831-755-6711

Fax: 831-759-6014

[www.hartnell.cc.ca.us](http://www.hartnell.cc.ca.us)

### **Sociology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Spanish**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### **Speech**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Tagalog**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Courses Only

### **Technical Carpentry**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate

### **Theatre Arts- Acting**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### **Trade Skills**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate

### **Transfer Studies**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

### **Water Technology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Certificate, Associate Degree

### **Welding Technology**

Program Costs	\$11.00
Costs Covers	Tuition
Program Results In	Associate Degree

# Adult Education

## Mission Trails Regional Occupational Program

867 East Laurel Drive

Salinas, CA 93905

Phone: 831-753-4209

Fax: 831-422-5115

<http://library.monterey.edu/mcfl>

### Services Provided:

Financial Aid	No	Child Care	Yes
Veteran Approved	No	Open Entry/Open Exit	Yes
Job Placement Assistance	No	Distance/Online Learning	Yes
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

### Programs:

#### Agriculture Business Occupations

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

#### Auto Service

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

#### Banking & Financial Careers

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

#### Checker/Cashier

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

#### Child Care Careers

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

#### Computer Business Applications

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

#### Computer Maintenance and Repairs

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

# Adult Education

## Mission Trails Regional Occupational Program

867 East Laurel Drive

Salinas, CA 93905

Phone: 831-753-4209

Fax: 831-422-5115

<http://library.monterey.edu/mcfl>

### Computer Networking

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Cosmetology

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Dental X-ray

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Desktop Publishing

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Fashion Merchandising

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Floristry/ Floriculture

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Health Occupations

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Industrial Welding & Metal Fabrication

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Mill Cabinet / Construction Technician

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate



# Adult Education

## Mission Trails Regional Occupational Program

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Salinas, CA 93905

Phone: 831-753-4209

Fax: 831-422-5115

<http://library.monterey.edu/mcfl>

### Network Cabling

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Office Careers

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Physical Therapy Aide

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Retail Sales

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### Tractor Maintenance and Operations

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

### TV Production

Program Costs	\$25.00 Adult, HS students free
Costs Covers	Tuition
Program Results In	Certificate

# Adult Education

## Morgan Hill UHSD Community Adult Education

17940 Monterey Road  
Morgan Hill, CA 95037  
Phone: 408-779-5261  
Fax: 408-779-8367

### Services Provided:

Financial Aid	No	Child Care	No
Veteran Approved	Yes	Open Entry/Open Exit	Yes
Job Placement Assistance	Yes	Distance/Online Learning	No
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

### Programs:

#### Computer Office Technology

Program Costs	\$1,209.00 - \$6,890.00
Costs Covers	Tuition
Program Results In	Diploma, Certificate

#### GED Preparation

Program Costs	\$65
Costs Covers	n/a
Program Results In	High School Equivalence Certificate

#### Teaching English As A Second Language/Foreign Language

Program Costs	n/a
Costs Covers	n/a
Program Results In	n/a

#### Basic Skills

Program Costs	n/a
Costs Covers	n/a
Program Results In	n/a

# Adult Education

## Salinas Adult Education

20 Sherwood Place

Salinas, CA 93906

Phone: 831-753-4260

[www.salinasadulthoodschool.com](http://www.salinasadulthoodschool.com)

## Services Provided:

Financial Aid	No	Child Care	Yes
Veteran Approved	No	Open Entry/Open Exit	Yes
Job Placement Assistance	Yes	Distance/Online Learning	Yes
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

## Programs:

### High School Diploma

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Courses Only

### GED Preparation Classes

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Courses Only

### Certified Nursing Assistant

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Medical Assistant

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Bus and Truck Driver Training

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Computer Training

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Microsoft Applications - Basic

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

# Adult Education

## Salinas Adult Education

20 Sherwood Place

Salinas, CA 93906

Phone: 831-753-4260

[www.salinasadulthoodschool.com](http://www.salinasadulthoodschool.com)

### Microsoft Applications - Advanced

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Rehabilitation Aide

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Business Clerk

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Secretarial / Administrative Assistant

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Assistant Clerk

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Medical Clerk / Assistant

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Computer Clerk

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Receptionist

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Coaching Principles Certification Course CIF/ASEP

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

### Home Child Care Provider Certification Course

Program Costs	\$0 - 60
Costs Covers	Tuition
Program Results In	Certificate

# Adult Education

## San Benito Adult Education

1220 Monterey Street

Hollister, CA 95023

Phone: 831-637-6176

Fax: 831-637-8949

### Services Provided:

Financial Aid	No	Child Care	No
Veteran Approved	No	Open Entry/Open Exit	Yes
Job Placement Assistance	No	Distance/Online Learning	No
Career Development	No	ESL Services	n/a
Counseling	No		

### Programs:

#### GED Preparation

Program Cost	n/a
Cost Covers	n/a
Program Results In	High School Equivalence Certificate

#### U.S. Citizenship

Program Cost	n/a
Cost Covers	n/a
Program Results In	n/a

# Adult Education

## **Santa Clara County Regional Occupational Program- South**

700 West 6th Street, Suite L

Gilroy, CA 95020

Phone: 408-842-0361

Fax: 408-842-0653

[www.sccoe.org](http://www.sccoe.org)

### **Services Provided:**

Financial Aid	No	Child Care	No
Veteran Approved	No	Open Entry/Open Exit	Yes
Job Placement Assistance	Yes	Distance/Online Learning	No
Career Development	Yes	ESL Services	Yes
Counseling	Yes		

### **Programs:**

#### **Athletic Training Sports Medicine**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

#### **Cabinetmaking (Advanced Woodworking)**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

#### **Child Care/Child Development**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

#### **Clinical Medical Assistant**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

#### **Commercial Graphic Artist**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

#### **Computer Accounting**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

#### **Computer Aided Drafting (CAD)**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

# Adult Education

## Santa Clara County Regional Occupational Program- South

700 West 6th Street, Suite L

Gilroy, CA 95020

Phone: 408-842-0361

Fax: 408-842-0653

[www.sccoe.org](http://www.sccoe.org)

### Computer Business Office Applications

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Computer Science

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Construction Technology

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Dental Assisting/X-Ray Safety

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Electronics Technician

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Fashion Design/Textile and Clothing Occupations

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Food Service/Restaurant Careers

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Graphics

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### Home Health Aides

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

# Adult Education

## **Santa Clara County Regional Occupational Program- South**

700 West 6th Street, Suite L

Gilroy, CA 95020

Phone: 408-842-0361

Fax: 408-842-0653

[www.sccoe.org](http://www.sccoe.org)

### **Horticultural (Ornamental)**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Hospitality Services**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Medical Office Procedures**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Metals Fabrication**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Nurse Assistant (Beginning)**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Photography (Commercial)**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Professional Technical Writing**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Retail Marketing**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate

### **Welding**

Program Costs	n/a (except Tools and Books)
Cost Covers	Registration, Tuition
Program Results In	Certificate